

Cape Girardeau/Bollinger County Major Case Squad



INSTRUCTION & PROCEDURE MANUAL

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PART I: PURPOSE OF THE SQUAD

This Squad was conceived as law enforcement's cooperative challenge to the criminal elements operating in Cape Girardeau and Bollinger counties. Our hope is that it will assist in providing an expeditious solution to the more serious types of crime, including murder, aggravated assault, robbery, rape, burglary, and others of a magnitude constituting a county threat.

It is recognized that the law enforcement investigative staff of most jurisdictions cannot be sufficiently staffed for an extended period of time to provide the saturation type of investigation which is often essential to effecting a solution of major crimes.

We feel that all law enforcement agencies in Cape Girardeau and Bollinger County should join together to combat major crimes because:

1. The perpetrator in many cases resides or takes refuge in areas of the county other than the area of the county where the offense was committed.
2. Witnesses, leads, and evidence may be found in more than one jurisdiction.
3. Such effort would significantly increase the manpower, equipment, and resources available for the investigation of major crimes, and such would be available at the onset of the crime, which is the most critical time of any investigation. The general pooling of resources, time and talent seems to be the best answer to the fight against major crime.
4. We recognize the need for cooperation not only within individual departments, but within the entire law enforcement community in order to provide the maximum protection for the citizens of the area in which we serve.

We strongly emphasize that no law enforcement agency will assert jurisdiction where none exists, and that this Squad will not operate at cross purposes with an assisting 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 normally be extended where such dual jurisdiction exists and where Federal authorities have initiated an investigation unless the Board shall by majority vote decide otherwise.

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, 9 a.m. to 9 p.m., at the discretion of the officer in charge of the investigation.

PART II: PURPOSE OF THE SQUAD

The Major Case Squad of Cape Girardeau/Bollinger County shall be governed by a Board of Directors composed of seven representatives of the participating law enforcement agencies.

These representatives shall be restricted to full-time, salaried, commissioned law enforcement officers, and the Prosecuting Attorney or any Assistant Prosecuting Attorney of Cape Girardeau/Bollinger County.

Each member of the Board of Directors shall have an equal vote in all matters before the Board.

This Board of Directors shall determine all major policies and establish all necessary principles and procedures of the Squad and shall make final decisions on controversial problems, shall establish the goal in extent of membership, and shall appoint the various command and supervisory officers from among the membership of the Squad, shall screen applicants for membership, and shall have the authority to appoint and remove from membership.

The Board of Directors shall also exercise final authority for assignment or withdrawal of Squad personnel to or from any case or area.

The Board of Directors shall meet annually on the first Tuesday in April, beginning April 5, 1983, at a time and place that shall be determined by the Board of Directors. At the annual meeting, a member of the Board of Directors shall be elected to serve as chairperson. Any individual who is a member of the Board of Directors at the time of the annual meeting shall be eligible to serve as chairperson, provided that no member of the Board of Directors shall serve as chairperson for two successive years.

The chairperson shall preside over the annual meetings and any special meetings. Special meetings of the Board of Directors may be called at any time by a majority of the members of the Board of Directors or by the chairperson.

PART III: MEMBERSHIP AND TRAINING

Membership in the Squad shall be restricted to full-time salaried, commissioned law enforcement officers of the participating law enforcement agencies other than members of the Board of Directors. Membership should be predicted 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.

Participating agencies will be required to furnish or supplement "Personnel Background" information on all Squad members or applicants connected with their agency, including any change of status information, such information to be provided by the proper personnel officer through Board channels. The Squad shall consist of the following:

1. A Squad commander and at least one deputy commander;
2. A personnel officer and at least one alternate;
3. An equipment officer and at least one alternate;
4. A report officer and at least one alternate;
5. An evidence officer and at least one alternate;
6. Investigators consisting of the balance of Squad members.

As previously stated, the above supervisory officers shall be appointed by the Board of Directors, and with the rest of the Squad, shall be subject to change at the discretion of the Board.

The responsibility of the commander and the supervisory officers will be set forth individual in ensuing Part IV.

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 Major Case Squad organization, and the preliminary stage will consist of a reasonable number of hours of classroom work set by the Board of Directors, including a mock field problem. 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 investigations.

Members of the Cape Girardeau/Bollinger County Major Case Squad are listed on Appendix A.

PART IV: RESPONSIBILITY OF SQUAD COMMANDER & SUPERVISORS

A. Officer in Charge

The ranking officer of a law enforcement agency requesting the assistance of the Major Case Squad or any full-time, salaried commissioned law enforcement officer of that agency designed by him will be known as the "Officer in Charge" of the area of an investigation. However, his authority shall remain strictly over his usual jurisdiction and not over the personnel assigned to the Major Case Squad investigation.

He will act as an advisor to the commander of the Major Case Squad, who, in turn, shall keep the Officer in Charge fully informed of all plans, leads, and results of the investigation, and the commander should be guided by the advice of the Officer in Charge.

If for any reason the Officer in Charge is in disagreement with any phase of the investigation, he may appeal to the Board of Directors who authorized the investigation or he may order immediate discontinuance of the investigation by presenting his request for such discontinuance in writing to the commander of the Squad or the Board of Directors. The Officer in Charge, together with the agency he represents and assisted where necessary by squad officers shall:

1. Arrange for office quarters for the Squad.
2. Provide proper equipment for the investigation.
3. Provide necessary sources of information when needed.
4. Make arrangements for vehicle maintenance and repair, and purchase of gas and oil at any time of the day.
5. Arrange for transportation and communication facilities as needed.
6. Arrange for special equipment needed such as helicopters, airplanes, diving suites, etc.
7. Establish liaison with criminal investigative laboratories or other public or private firms which can aid in the investigation.
8. Make general preparation for introducing into an area a large investigative group
9. Maintain constant liaison with the Prosecuting Attorney for solution of legal problems which might prejudice the case.
10. 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.

B. Squad Commander and/or Deputy Squad Commander

The commander of the Major Case Squad must be an experienced law enforcement officer, skilled in the actual direction of criminal investigation in supervision of personnel and in reading comprehension, retention, and logic.

He will be in complete charge of any investigation in which the Squad participates, and all personnel assigned to the investigation will be under his command; however, he should be guided by the advice of the Officer in Charge.

Upon being advised of a request by a participating law enforcement agency for the assistance of the Major Case Squad, the commander shall contact the requestor and obtain details of the incident to be investigated. The participation of the Major Case Squad shall not continue in excess of twenty-four hours unless such investigation has been ratified by at least members of the Board of Directors. In the absence of a member of the Board of Directors, such member may appoint a representative officer within his agency or department who shall have authority to act on behalf of such director in all matters concerning the Major Case Squad arising during the time wherein such director shall be absent or otherwise unavailable.

The commander of the Major Case Squad shall decide on the number of personnel to assign to the investigation and with the personnel officer will designate which particular Squad members are to be assigned according to the type of case and members particular ability.

The Squad commander will designate an investigative supervisor who will serve as his chief assistant and with this supervisor will take direct charge of the crime scene and all follow-up investigations.

He will, through the investigative supervisor:

1. Supervise the actual search after preliminary review of the physical circumstances. He will direct the activities of the evidence officer in photographing, gathering, identifying, and preserving all physical evidence.
2. 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, if deemed necessary.
3. Upon discovery of leads, will have a lead cards prepared, assign leads for investigation, and follow-up on the results obtained.
4. Insure that the prospective witnesses not located or interviewed initially are rescheduled for interview.

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The Squad Commander:

1. Will recommend and order the use of technicians and equipment to benefit the investigation.
2. Shall review all reports, including those considered non-productive to make certain that no leads are overlooked.
3. Should call meetings, or use other appropriate means, from time to time, to brief members of the progress of the case and should stress that no member should begin investigation of a new suspect or lead without first receiving approval for such action.
4. Shall consult with the Officer in Charge regarding legal problems which may be encountered and keep the Officer in Charge fully informed as to the progress of the investigation.
5. Shall control activities of all investigative personnel insuring that they report their progress in assigned tasks before following any new line of inquiry.
6. Should prepare reports of difficulties encountered with regard to administrative, legal or logistical problems, and provide copies to the Directors.

He shall consult, as needed, with the Board of Directors and immediately advise them of completion or suggested discontinuance of the investigation for any reason whatsoever.

If, at any time, the Squad commander learns of incompetence, misconduct, or lack of cooperation of any Squad member, rendering such member ineffective, he should immediately bring such condition to the attention of the Board of Directors for appropriate action.

C. Personnel Officer

1. The personnel officer, immediately upon his appointment, will survey each locality with the local agency representative and arrange suitable quarters to house the Squad. He shall determine the exact location to be used as Squad headquarters in each general of operation. The equipment and facilities available at each location for such quarters should be recorded and the name, address, and telephone number of the individual to contact for access to the location should be recorded and maintained. Once each quarters, the personnel officer should check and determine if his information is current and correct.

(Personnel Officer, continued)

2. The personnel officer will prepare a 4x6 inch index card on each officer assigned to the Squad reflecting: full name, local address, telephone number, and the person to be contacted or notified in case of an emergency. Reverse side of the card should reflect special qualifications, linguistic abilities, familiarity with area, abilities with technical equipment, etc. This file should be kept current.
3. Upon notification from the Squad commander, the personnel officer with the Squad commander 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.
4. Upon completion of case assignments, the personnel officer should request to Squad headquarters immediately and advise the Squad commander of each arrival and his duty status and availability. He should check each Squad member's index card for accurate information.
5. Explain police, press relations, and other local conditions and situations to the Squad and furnish the Squad with a list of pertinent information. Inform the Squad of established locations where gas can be obtained locally, explain parking hour and space, and periodically advise Squad members of local problems pertinent to them.
6. Handle personal problems of Squad members.
7. Aid in mobilizing personnel for conference or for other purposes.
8. After organization and complete assembly of the Squad, assist the Squad commander in any other duties he desires.

D. Equipment Officer

1. The equipment officer has the responsibility for the availability of all property equipment which may be used. Any expenditure must be approved by the Officer in Charge and the Squad commander.
2. Must coordinate closely with the Squad commander as to how the investigation is proceeding in order that equipment needs may be anticipated.
3. Will take all necessary action dictated by the circumstances to see that needed property will be on-hand whenever a need arises. He 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's available equipment should be maintained and kept current.
 1. Firearms, gas equipment, restraining devices.
 2. Compasses, binoculars.
 3. Lights: flash, signal, search.
 4. Photographic equipment and supplies.
 5. First-aid kits and other medical supplies.
 6. Copy equipment and supplies.
 7. Ropes and cords.
 8. City, County, State, and area 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. 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 divers.

(Equipment Officer, continued)

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 officer should consider the advisability of:
1. Arranging for 24-hour photographic service.
 2. Establishing extra phone service or setting up same if temporary headquarters are being established.
 3. Telephone service should bypass switchboard.
- c. The equipment officer 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, other than Squad members, and equipment in each jurisdiction, and indicate if equipment is portable or fixed.

E. Report Officer

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

1. Require each investigator to use and properly complete the forms provided for reporting.
2. Require reports in triplicate or as required. Additional copies may be made if necessary to assist the investigative staff in its duty.
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.

(Report Officer, continued)

6. Prepare a daily or general progress report as determined by the Squad commander.
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 and index prosecutive summary, listing the facts of the crime, the criminal history of the defendant and the evidence to be presented and by whom.
9. Serve as a historian for the entire case.
10. Should exercise discretion in preventing disclosures possibly hampering future investigation or endangering witnesses.
11. Maintain memoranda containing facts of the case, background of suspect and victim, including biographical data and photographs and relevant items of human interest.
12. Maintain file of case news clippings for use as required.
13. Serve as liaison officer between the Squad commander and the Officer in Charge relative to press releases and suggest means of using press facilities to assist the investigators.
14. Prepare information for press releases, which shall be released to the various news media only by the Officer in Charge, who shall only release information agreed upon between himself and the Squad commander. All press releases or communications to the media must be approved by the Prosecuting Attorney.

F. Evidence Officer

The evidence officer will be responsible for:

1. Crime Scene Examination
 - a. Photograph of the scene and each article of evidence.
 - b. Scale drawing of the 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.

(Evidence Officer, continued)

5. Instruct all Squad personnel in handling 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.
8. Making arrangement with the Officer in Charge for the storage and security of all evidence.

PART V: LEAD ASSIGNMENTS & REPORT WRITING PROCEDURES

A. Lead Assignments

The Squad commander shall exclusively direct all investigative assignments. Upon the discovery of a lead or upon the need for the performance of a particular investigative function, the Squad commander will direct that a lead sheet be prepared. The lead sheet will be identified by an appropriate Major Case Squad number and shall contain the general nature of the information received and a complete statement of the investigation to be performed. The lead sheet will then be assigned by the Squad commander to a Major Case Squad investigator for completion.

Upon receipt of the lead assignment, the investigating officer shall proceed immediately to complete the assignment as directed. It should be emphasized that the investigating officers are to strictly comply with the assignment as given and should not conduct investigations outside of the immediate scope of their designated assignment. Upon completion of the lead assignment, the lead sheet and accompanying report shall be returned to the report writing officer for review and indexing.

B. Report Writing

Immediately upon completion of the assigned lead, the investigating officer shall prepare a report to be submitted on the approved Major Case Squad report form.

Reports submitted should contain only one area or category of the investigation assigned. Do not combine separate lead assignments onto one report. For example, do not include in one report the results of an interview of a suspect or witness and information regarding evidence found at the crime scene. Two separate reports should be prepared.

The original lead sheet, report and/or statements of witnesses shall be returned to the report writing officer. The report writing officer shall place all originals into the official Major Case Squad file which will remain on file with the lead investigative agency. A copy of each lead sheet, report, and statement will be placed in a separate file to be submitted to the Prosecuting Attorney.

Unsatisfactorily completed reports will be returned to the investigator for revision as directed.

PART VI: COLLECTION & PRESERVATION OF EVIDENCE

Function of Evidence Technician

The responsibility for the collection of crime scene evidence is assigned primarily to the Major Case Squad evidence technician. Investigators and other Major Case Squad personnel should not collect evidence or otherwise disturb the crime scene area. The investigator, upon discovering evidence, should take steps to see that the evidence is properly protected and immediately call for the assistance of the evidence technician.

If for any reason it should become imperative for an investigator to seize evidence, the investigator shall maintain the evidence in his or her exclusive custody, taking all measure necessary to protect the integrity of the item seized, until such item is directly transferred to the custody of the evidence technician. All items so collected shall be appropriately marked and tagged by the seizing officer.

All evidence collected or received by the evidence technician shall be submitted to the designated property manager along with instructions for further processing if needed.

Each department shall designated a property manager whose function it shall be to take charge of all evidence submitted by the evidence technician and properly maintain the custody of such evidence thereafter. It shall be the responsibility of the property manager to transport all evidence to and from the regional crime laboratory and court as needed.

PART VII: PROCEDURES FOR ACTIVATION OF SQUAD

If a crime comes within the purview of the Major Case Squad's purposes and circumstances indicate that outside help is needed, any member of the Board of Directors or a ranking officer acting in his stead should contact the Cape Girardeau County Sheriff's Department and advise that they are activating the Major Case Squad.

- A. The Cape Girardeau County Sheriff's Department dispatcher should then immediately contact the Major Case Squad Commander or Deputy Commander, whoever is available, and furnish him with the name and location of requestor and the brief information obtained relative to the crime.
- B. The Commander or Deputy Commander of the Major Case Squad shall then contact the requestor and obtain more specific information and details relative to the crime.
- C. Any activation of the Major Case 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.
- D. The Squad commander or deputy commander receiving the call should, in all cases, obtain the following information:
 1. Name, rank, address, and telephone number of the officer requesting assistance.
 2. Location of the gathering place or building where the squad is to convene.
 3. Type of crime, time of the crime, and time discovered.
 4. A resume of the facts including the exact location, type of terrain, equipment needed, whether Federal jurisdiction is involved, evidence known, and other helpful data.
 5. The number of men the caller feels would be desirable to handle the investigation.
 6. He should inform the calling authority that the crime scene should be protected at once by cordon, if possible, and that it would be expected that the scene will be preserved so that the Squad members might handle the crime scene search without it having been previously gone over.

- E. The Squad commander or deputy commander shall proceed with mobilization and assignment as set forth in Part IV, Section B, (Responsibility of Squad Command and Supervision), of this Manual.
- F. Squad members called to duty should be informed to report as quickly as possible.
- G. Each agency should make prior arrangements, if necessary, to provide a suitable headquarters for the Squad, should it be needed in his 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.
- H. No investigation by the Squad will extend over 72 hours, except where unusual circumstances warrant an extension. Any questions concerning extension should be referred to the Directors for decision.
- I. The requesting agency will be expected to exert maximum effort in participating in the investigation.

The Board of Directors for the Major Case Squad of Cape Girardeau/Bollinger County does hereby approve and adopt the foregoing Manual of Instructions and Procedures this _____ day of _____, 2001.

H. Morley Swingle, Prosecuting Attorney
Cape Girardeau County

John D. Jordan, Sheriff
Cape Girardeau County Sheriff's Department

Rick Hetzel, Chief of Police
Cape Girardeau Police Department

Marvin Sides, Chief of Police
Jackson Police Department

Doug Richards, Director
SEMO Department of Public Safety

Lt. Jim McNeil, Lieutenant
Missouri State Highway Patrol

Terry Wiseman, Sheriff
Bollinger County Sheriff's Department