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## Criminal Investigations Division

### 601.1 POLICY

One of the primary goals of the Urbana Police Department is to locate and apprehend criminals.

A group of specially trained officers and supervisors shall be formed and given the specific responsibility of investigating serious felony incidents and other salient criminal matters and activity, regardless of the time of day or day of the week. These officers will be assigned to a division of the police department and shall be known as the Criminal Investigations Division (CID).

CID shall coordinate and direct its efforts toward the completion of thorough and unified investigations. Responsibilities consist of responding to selected criminal offenses within the department's jurisdiction and conducting preliminary and follow-up investigations. Cooperation is also extended to other agencies having similar responsibilities.

### 601.2 ORGANIZATION AND STRUCTURE

CID is commanded by the CID commander. The division consists of the following personnel:

- 1 Division Commander - Lieutenant
- 1 Division Supervisor - Sergeant
- 4 Detectives
- 1 Juvenile Detective
- 1 School Resource Officer/Juvenile Detective
- 1 Civilian Financial Crimes Investigator
- 1 Evidence Officer
- 1 Police Services Representative

#### 601.2.1 WORK HOURS

The normal work week for CID members subject to collective bargaining agreements shall be outlined in the associated collective bargaining agreement. That being said, it will normally consist of business hours that coincide with business hours of other investigative agencies, the courts, and the State's Attorney's Office.

CID members will have holidays off as delineated in associated collective bargaining agreements.

There will be some holidays that CID members will have the option to work pursuant to those collective bargaining agreements.

Civilian employees assigned to CID will work Monday-Friday and maintain typical business hours in order to coincide with business hours of other investigative agencies, the courts, and the State's Attorney's Office.

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If a detective is assigned to an interagency task force or group by the Chief of Police, then the detective shall work the hours and assignments agreed to in the working arrangement with the outside group, pursuant to the associated collective bargaining agreement.

#### **601.2.2 ON-CALL DETECTIVES**

The City of Urbana and the Fraternal Order of Police Labor contract outlines the conditions of being "on-call" in CID. This procedure will be followed. Detectives, who are on standby, shall be paid in accordance with the contract. All sworn members of CID shall participate in the on-call rotation with the exception of the CID commander. The rotation shall be determined after vacation has been selected by CID personnel. With the CID commander's approval, duty trades for standby time may be allowed.

Detectives who are on standby shall keep with them a cellular phone. When notified, they will contact the CID supervisor making the notification, the department, or METCAD as soon as possible and, if necessary, respond to the assigned location with 45 minutes after being contacted.

The Department will provide a vehicle and a cellular telephone (or stipend) to expedite the notification and response process. The CID commander or their designee shall authorize the call out of the standby detective. They may deviate from the call out procedure if the cases involve an active investigation, serial offense already assigned to another detective, or other reason determined by the CID commander. Patrol supervisors may also directly notify the on-call detective if they are unable to reach a CID supervisor.

Detectives on standby must be mentally and physically fit for duty. They are held to all of the other requirements of the other officers when on duty. Detectives who are unable, or unavailable to respond to call-back for any reason, while on standby, shall notify a CID supervisor immediately.

Detectives who fail to respond when called or contacted, or who respond in an unreasonable time or unacceptable manner, shall not be eligible to receive standby pay. Additionally, they may be subject to disciplinary action, including removal from CID.

#### **601.3 NOTIFICATION OF CID SUPERVISOR**

It is the responsibility of the patrol supervisor to notify the CID commander whenever criminal incidents of significance occur. Notification shall be made in a timely manner to facilitate the assignment of on-call detectives should such call back be necessary.

##### **601.3.1 CID NOTIFICATION CRITERIA**

Criminal incident of significance may include, but are not limited to:

- Deaths including murder, suicide, accidents, fatal traffic crashes, and other suspicious deaths
- Sexual assaults or abuse
- Home Invasion
- Armed robbery of a business or armed robbery where the victim was injured
- Aggravated battery involving serious injury; i.e. shooting, stabbing, or beating, etc.

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- Kidnapping
- Explosive devices
- Offenses with a continuing M.O. and any offense where there is known prior CID involvement
- In support of METRO SWAT for a barricaded subject or hostage situation
- The reception of intelligence concerning the impending occurrence of one of the above incidents
- Any other situation where, in the patrol supervisor's judgement and experience, the notification of the CID commander would be prudent