N O T I C E
1.8

TO: All Concerned Personnel

FROM: Chief of Detectives

SUBJECT: DETECTIVE OPERATIONS MANUAL AND DETECTIVE PROFILE PAGE REVISED

PURPOSE: This Notice amends the Detective Operations Manual to clarify the criteria for reporting an arrest made by detectives and removes the "Uniform" category on the Detective Profile page. Detective personnel are also reminded of the procedures for reporting arrests under the All Detective Arrests category on the Detective Profile page.

PROCEDURES: The Detective Operations Manual has been revised. The revised Detective Operations Manual sections are listed below with revisions indicated in italics.

II/500.60 Detective Profile

All Detective Arrests (Self-Reported)

- DET-Detective Arrests whereby detectives *or police officers assigned to a detective squad room working in an investigative assignment* act upon investigative follow-up information and make the physical arrest of the suspect(s).

Note: For purposes of these criteria, "detective" will be used interchangeably.

The Detective Profile page procedures will be revised as follows:

Only arrests made by detectives assigned to a detective squad room are to be counted in the numbers for All Detective Arrests on the detective profile page. Gang Intervention Team and Narcotics Unit arrests are not to be included in these counts. The reporting of these arrest numbers is to be completed no later than the 9th day of every month to reflect the arrest numbers for the previous month.

II/500.70 Arrests Made by Detectives

In order to recap an Arrest Made by Detectives, the arrest must be personally effected by a detective and meet the following criteria:

- Person effecting the arrest MUST hold the rank of Detective, *police officer assigned to a detective squad room working in an investigative assignment*, or Sergeant participating in the Supervisory Cross-Training program (Refer: Department Manual Sections; 3/763.67 and 3/763.71);

- Made a physical arrest at scene (e.g. handcuffing the suspect) or at scene directing an arrest;

Exception: During the service of multiple search or Ramey warrants either served simultaneously or in concurrence with the original warrant whereby all the warrants are authored by the same affiant.

- Complete and sign the Arrest Report "Face Sheet," Form 05.02.00; and,
- Complete Arrest narrative, when applicable.

If the above criteria are met, the arresting and/or booking employee must:

- Ensure the name of the detective is placed in the Arresting Officer(s) box located on the Booking Approval, Form 12.31.00.

Note: Any conflict arising from determining the lead detective shall be resolved by the concerned commanding officers. Additionally, the Area assigned the Master Division of Records (DR) Number is not a determining factor when identifying the lead detective.

Crime Suppression/Task Force/Multi-Search Warrant Operations

The Department may deploy large mixed cadres of detectives and uniformed officers for crime suppression operations, task force and/or multi-search warrant operations. These operations typically do not involve one lead investigating officer, but rather yield numerous arrests by detectives assigned to various Areas. *In these cases, the detective or officer who carries out the physical arrest at scene will take credit for the arrest.*

Exception: Any arrest(s) resulting from crime suppression and/or task force operations whereby the warrants are authored by different affiants, shall be recapped by the affiant only if he or she made the physical arrest at scene or was at scene directing the physical arrest. *If the affiant is not at scene to make the physical arrest or direct the physical arrest, the arrest shall be recapped by the detective or officer who carries out the physical arrest.*

Should you have any questions regarding this Notice, please contact Detective Bureau at (213) 486-7000.

APPROVED:

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