

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 10
15.1

November 20, 2006

TO: Concerned Personnel

FROM: Commanding Officer, Major Crimes Division

SUBJECT: INITIAL LEAD AND PRELIMINARY INVESTIGATION TIME LIMITS

This directive will clarify issues related to the below:

- Investigative start and ending dates for Initial Lead Investigations
- Documenting the conclusion of Preliminary Investigations

INITIAL LEAD INVESTIGATION

Currently, most telephonic Initial Lead (IL) investigations are forwarded to the Joint Regional Intelligence Center (JRIC) where they are processed and a determination is made on what agency (FBI, local jurisdiction, etc) will conduct the investigation. Thus, the 60-time period for ATIS personnel to conduct the IL investigation, starts on the date ATIS receives the IL back from the JRIC as an assigned lead.

Note: In an emergency situation where ATIS receives an IL that is determined to be investigated by ATIS personnel without assignment by the JRIC, the commencement date begins upon receipt of the IL.

Employee's Responsibility. The assigned Investigating Officer shall document on the chronological log and the follow up report, the date that the IL was received from JRIC for investigation or the date ATIS assigned the IL to the investigator if it did not go to the JRIC first. In addition, the date the investigation ceased should be noted in the chronological log and report narrative.

Supervisor's Responsibility. Supervisors shall ensure that the date received is documented on the chronological log and follow up report and that the investigation was completed within 60 days when approving the closure of the case.

PRELIMINARY INVESTIGATION

The Preliminary Investigation (PI) shall be closed using an Employees Report, Form 15.7 to the Commanding Officer, Major Crimes Division. This report shall include the date that investigation ceased. This date will document that the investigation was conducted within the 120-day time limit. In addition, the follow up report narrative shall also include a notation on when the investigation was concluded.