

MAJOR CRIMES DIVISION

DIVISIONAL ORDER NO. 18

January 18, 2011

TO: All Major Crimes Division Personnel

From: Commanding Officer, Major Crimes Division

SUBJECT: ADOPTION OF MAJOR CRIMES DIVISION NETWORK (MEMEX)

Background: This Order establishes a formalized adoption of the Major Crimes Division Network (MCD Net) and directs all Major Crimes Division (MCD) personnel to begin using the network to process their investigations and work activities as the system was designed for each MCD section.

Procedure: MCD Net was designed to function in a way that allows each section to conduct their specific business processes to investigate, report and process criminal, intelligence and Suspicious Activity Report (SAR) investigations. MCD Net was designed to accommodate administrative and surveillance processes as well.

Employee's Responsibility. Each MCD employee will immediately enter all current criminal and intelligence investigations into MCD Net, following the supervisory approval process built in the MCD Network system. All employees assigned SAR follow-up responsibilities will use the MCD Net to report follow-up activities, properly disposition each SAR investigation, and process SARs for supervisory approval.

Employees assigned to administrative functions will utilize MCD Net to process proper administrative tasks and reports. Employees assigned to Surveillance Support Section will utilize MCD Net to report their activities and process other information as required.


Supervisor's Responsibility. Supervisors shall utilize MCD Net to assign investigations to subordinates and ensure that subordinates properly process criminal, intelligence and SAR investigations in MCD Net. Supervisors shall process reports in MCD Net for further review and approval, when appropriate. Supervisors shall ensure that their subordinates are proficient in the use of the MCD Net, and receive training as necessary.

Officer's-in-Charge Responsibility: Each Officer-in-Charge shall ensure that all personnel assigned to their section are proficient in the use of MCD Net. They shall ensure that all current criminal, intelligence and SAR investigations are entered into MCD Net, and that MCD Net is used in the processing and dispositions of such investigations. Officers-in-Charge shall conduct routine audits to ensure the proper use

of MCD Net by their assigned personnel. Each Officer-in-Charge shall assign an employee to be their section's MCD Net Coordinator.

MCD Net Coordinator's Responsibility: Each MCD Net Coordinator shall receive sufficient training in the MCD Net in order that they will be highly proficient in the use of the system. Each coordinator will be responsible for training new employees on the MCD Net, and assisting other employees with questions and issues with the network. They will also be responsible for advising network administrators with issues that they cannot resolve as they arise.

Major Crimes Division Network Administrator Responsibility: It is the responsibility of the MCD Net Administrator to issue passwords to the network to MCD employees as required, address system malfunctions with Memex Corporation as necessary, maintain liaison with Information Technology Division as it relates to the MCD Net, identify solutions to issues as it relates to the MCD Net, design minor alterations to the system when appropriate, and plan for future upgrades to the network.


STEVEN S. SAMBAR, Captain
Commanding Officer
Major Crimes Division