

OFFICE OF OPERATIONS

ORDER NO. 15

July 18, 1994

TO: All Area and Detective Commanding Officers

FROM: Director, Office of Operations

SUBJECT: STRATEGIES TO INCREASE DETECTIVE EFFICIENCY

EFFECTIVE: Immediately

PURPOSE

This Order revises detective-related procedures to increase efficiency and effectiveness of detective personnel. Additionally, it revises requirements for categorizing cases assigned to detectives for investigation and amends the Detective Operations Manual (DOM), Volume I/121.00, .01, .02, and .03.

INFORMATION

Office of Operations Order No. 13, 1992, activated "Short-Term Strategy Committees" on Gangs, Juveniles, Narcotics and Detectives. These committees were activated to develop related strategies and streamline Department procedures with existing resources.

Taking a fresh look at the entire detective function, the Short-Term Strategy Committee on Detectives identified various strategies and procedural changes to make effective use of detective resources and allow detectives to use their time more efficiently.

PROCEDURE

1. Case Categorization

The current method of categorizing cases in Categories One, Two or Three is revised. The purpose of case categorization is to focus detectives on cases which are more serious and/or solvable than others. To accomplish this, all reports previously placed in Category One and Category Two shall now be classified as Category One. Category One cases shall be

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prioritized based on the seriousness of the case, the need for prompt investigative attention and the "solvability factors" listed in DOM Section I/121.00.

A Follow-up Investigation, Form 3.14, is required to report the investigative results/progress of Category One cases involving in-custody arrestees within ten working days from the date assigned, unless an extension is granted on an individual case-by-case basis by a detective supervisor. Forms 3.14, for non-custody cases, shall be submitted within 30 calendar days. Blanket authority to extend this due date shall not be granted.

**NOTE:** If an arrest is made in a non-custody case, a Form 3.14 shall be submitted within ten working days from the date of arrest. This ten-day time limit shall also apply if the arrestee is released from custody, e.g. bail, etc.

Cases previously assigned to Category Three shall be assigned to Category Two. Detectives shall investigate Category Two cases only when all Category One cases have been handled. Category Two cases shall be reviewed by the Detective III, maintained in the appropriate detective's work folder and reviewed by the assigned detective to ensure knowledge of crime trends. Detectives are not required to routinely contact Category Two victims. It shall be the detective's responsibility to notify the supervisor if sufficient information is obtained which might warrant reclassifying the case to Category One. Procedures for upgrading and downgrading categories are not affected by this Order.

**NOTE:** Detective Commanding Officers shall ensure Category Two victims are contacted telephonically and/or by mail in a timely manner. Detective commanding officers are encouraged to use volunteers to make the notifications whenever possible.

Any investigative efforts on Category Two cases shall be documented on the Investigator's Case Progress Log, Form 1.44, or on a Chronological Log, Form 3.11.6. The form shall be attached to the crime report maintained in the detective's work folder. These reports are no longer required to be submitted to a detective supervisor.

2. Booking Recommendations

Current procedure requires that arrestees be booked for the charge carrying the greatest penalty, regardless of whether

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the case could be prosecuted as a misdemeanor under Penal Code Section 17(b)(4), (Department Manual Section 4/604.50).

Strict adherence to this procedure has resulted in an unnecessary work load for detectives when District Attorney filing policy results in many felony cases being referred to the City Attorney's Office for misdemeanor prosecution.

Existing detective case loads, compounded by additional work created by increases in the patrol work force, demand a new look at arrestee processing procedures. Commanding officers should consider the following options to maximize personnel efficiency and ensure appropriate booking recommendations are achieved:

- \* If a less serious felony crime, having an alternate felony/misdemeanor penalty was committed, but not in the officer's presence, and the victim refuses to make a private person's arrest, officers may complete a Preliminary Investigation Report, Form 3.01.0 (PIR), for the appropriate misdemeanor charge with the approval of a supervisor. If a misdemeanor PIR is not appropriate, the arrestee shall be booked on the appropriate felony charge.
- \* Suspects who commit less serious felony crimes which have alternate felony/misdemeanor penalties may be booked on the misdemeanor charge if the crime is committed in the officer's presence or if a private citizen's arrest is made.

**EXCEPTION:** Suspects who commit felony crimes involving the following circumstances shall be booked on the appropriate felony charge:

- \* The crime involves domestic violence.
- \* The victim's injuries are serious and are likely to result in death, long-term disability or hospitalization.
- \* A firearm was used in the commission of the crime.
- \* The perpetrator has attempted to injure the victim using a deadly weapon or instrument, whether successful or not.
- \* There is a strong likelihood of future crimes being committed by the perpetrator against the victim.

- \* The victim is being intimidated which is causing the victim not to prosecute.
- \* The suspect is on parole or probation.
- \* The perpetrator is a gang member or the crime is gang-related.
- \* The perpetrator has an arrest history of two or more violent crimes within the past three years.

Cases involving the above circumstances shall be assigned to a detective for investigation and consideration of a felony complaint or City Attorney referral pursuant to 17(b)(4) PC.

### 3. Basic Car District Boundaries

Limited detective personnel and the anticipated workload generated by an increased patrol force require effective coordination between the community, patrol officers and detectives. While Basic Car officers are assigned according to specific geographic boundaries, Area detectives are assigned to conduct investigations which often cross over these boundaries.

To promote coordination between the community, patrol officers and detectives, detective deployment must be based on the criminal investigation needs of the concerned Area, with consideration for the integrity of the Basic Car boundaries. This coordination is essential to the success of the Department's Basic Car Plan and community policing.

Detective commanding officers shall ensure that deployment of detectives within an Area does not dissect Basic Car boundaries. Detectives may be deployed to handle cases within one or more Basic Car(s) boundaries, however, boundaries shall not be severed.

### 4. Complaint Filing Standards

A detective's arrestee filing rate is a measure of individual effectiveness. Detectives who work hard to obtain felony complaints deserve recognition for their efforts. Detective supervisors shall monitor the felony filing rates of individual detectives and include this information in performance evaluations. Detective supervisors are reminded that a detective's felony filing rate is only one measure of effectiveness and is often affected by such variables as

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District Attorney filing policy, quality of the arrest, etc.  
Year-to-date felony filing rate information may be captured  
on the automated version of the Detective's Activities  
Summary.



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