DIRECTIVE 42.2
CRIMINAL INVESTIGATION OPERATIONS

Issue Date: 04/04/2025	By Order of Chief of Police
Rescinds: (Issue 03/30/2020) Pages: 18	CALEA Standards Referenced: 42.2.1; 42.2.2; 42.2.3; 42.2.4; 42.2.5; 42.2.6; 42.2.7; 42.2.8; 42.2.9 & 42.2.10

This directive consists of the following sections:

POLICY AND PROCEDURE:

It is the policy of the Miami Township Police Department to utilize specific procedures designed to ensure that preliminary and follow-up investigations are conducted in an efficient and effective manner. It is further the policy of the department to ensure that proper investigative resources are available to assist officers when conducting criminal investigations and those resources are properly managed and meet minimum standards.

42.2.1 Preliminary Investigation Steps

Observing All Conditions, Events & Remarks

The officer who is responsible for the preliminary investigation shall attempt to obtain pertinent information and discover any solvability factor utilized for continuing or suspending an investigation. The officer shall observe all conditions, events and remarks and if applicable, the officer shall:

- Provide aid to the injured.
- Protect the crime scene to ensure that evidence is not lost or contaminated.

- Determine if an offense has actually been committed and if so, the exact nature of the offense.
- Determine the identity of the suspect or suspects and affect an arrest if it can be accomplished either at the scene or through immediate pursuit.
- Furnish other field units, through the communications system, descriptors, method, and direction of flight and other relevant information concerning wanted persons or vehicles.
- Obtain complete identification of all witnesses.
- Determine what information is known by the victims and witnesses.
- Arrange for the collection of evidence.
- Determine in detail the exact circumstances of the offense.
- Obtain written statements from victims, witnesses and if legally possible, from the suspect.
- Accurately and completely record all information on prescribed report forms.

Locating and Identifying Witnesses

An officer conducting a preliminary investigation shall locate and identify witnesses, if applicable. Officers investigating a criminal offense shall, at the earliest possible time, locate and identify witnesses who may have information pertinent to the offense under investigation.

Maintaining and Protecting the Crime Scene & Collection of Evidence

An officer conducting a preliminary investigation shall maintain and protect the crime scene to ensure that evidence is not lost or contaminated. The collection and preservation of evidence shall be in accordance with department Directive 83.2.

The Miami Township Police Department provides a checklist to aid criminal investigations. The checklist is an aid in ensuring that critical areas of investigation are not overlooked. This checklist is intended to supply those officers given the responsibility of investigations guidelines to assure that the basic investigative standards are met. The crime scene checklist is not required for all investigations; however, the list should be utilized in cases where a scene perimeter is set or any other time that an investigating officer determines it should be used.

Interviewing the Complainant, Witnesses and Suspects

An officer conducting a preliminary investigation shall interview the complainant and witnesses to determine what information is known and obtain written and/or oral statements. Such statements shall include information that establishes venue, facts that establish an offense occurred, identifying the perpetrator and any other such information that may in any manner pertain to the case being investigated.

If an officer conducting a preliminary investigation identifies a suspect and the suspect is on scene or apprehended, the officer conducting a preliminary investigation may conduct an interview of the suspect in compliance with existing state and federal laws.

42.2.2 Follow Up Investigation Steps

Follow up investigations are utilized to gather additional information or evidence to clear a case, identify and arrest and offender and/or to recover stolen property. The following follow up investigative steps should be used in the event they are found to be necessary.

- Review and analyze all previous reports prepared in the preliminary phase, departmental records and results from laboratory examinations.
- Conduct additional interviews and interrogations.
- Seek additional information from uniformed officers, informants, etc.
- Plan, organize, conduct searches and collect physical evidence.
- Identify and apprehend suspects.
- Determine involvement of suspect in other crimes.
- Check suspects criminal histories.
- Prepare cases for court presentation.

All offense reports assigned for investigation shall require a second contact with the complainant/victim or any other listed principle within fifteen days of the date of the offense report. This second contact shall be used to ascertain if the complainant/victim can provide any new or additional information that may provide the case investigator with additional leads in the case. This second contact shall also be utilized by the case investigator to determine if the department may further assist a victim of a criminal offense by providing additional information or assistance pursuant to victim/witness procedures.

42.2.3 Communication With Patrol Personnel

All Detective section personnel shall no less than monthly attend a shift briefing. Attendance at a shift briefing by Detectives shall be utilized to provide for the exchange of information.

All Detective section personnel shall attend a shift briefing call when such shift briefing is utilized to impact in-service training material. The training officer shall be responsible for notifying the Investigation Supervisor of such training. It is the responsibility of the Investigation Supervisor to ensure that all Detectives attend such shift briefing training.

The patrol shift supervisor shall note on the shift activity report, the attendance of Detectives at a shift briefing.

42.2.4 Investigative Task Forces

When it becomes necessary to utilize a task force approach in the investigation of a criminal offense(s) the following guidelines shall be adhered to by the Department:

- The purpose of the task force will be clearly defined.
- A written standard operating procedure shall be adopted and adhered to. The written procedure shall define the authority and responsibilities of the participating members.
- The Miami Township Chief of Police or his designee shall evaluate the task force during the annual Specialized Assignment review to indicate their progress.

Purpose

The Miami Township Police Department may participate in the Clermont County Multi-Jurisdictional Narcotics Task Force known as the Clermont County Drug Unit and the DEA Task Force, when staffing allows for the allocation of an officer.

The purpose for these task forces shall be for detecting and controlling distribution of illegal narcotics trafficking within Clermont County, Michigan, Ohio and Northern Kentucky.

Supervision

The Clermont County Sheriff shall appoint a Task Force Coordinator (Project Director) with advice from the participating agencies, also known as the Control Group. The coordinator will be responsible for assigning the responsibilities of the participating members. Any Miami Township officer assigned to the Task Force will be operating as a sworn Clermont County Sheriff's Deputy, therefore, following their department policies and procedures.

The Drug Enforcement Agency (DEA) shall appoint an Acting Special Agent (ASAC) who will oversee the Division. The ASAC will be responsible for assigning the responsibilities of the participating members. Any Miami Township officer assigned to the Task Force will be operating as a sworn DEA agent, therefore, following their agency policies and procedures.

Any participating officer of the Miami Township Police Department shall be accountable to the Miami Township Police Department for their time and to the task force for all funds.

Staffing, Equipment, and Resource Requirements

Participating agencies shall make known to the Project Director or ASAC the resources they have available to include manpower, funds and equipment.

Identification Procedures for Participants

Officers assigned to a task force shall be issued articles of clothing identifying themselves as a member of the said task force or law enforcement agency. These may include, but are not limited to, shirts, jackets and/or headwear. This identifying clothing shall be worn by any officer assigned to the task force when engaging in any task force activity during which they will likely encounter uniformed officers or SRT. If no such clothing is issued by the task force, Miami Township Police Department officers shall wear similar items issued by the Department and identifying them as a police officer.

Evaluating Results and Need for Continued Operations

The Miami Township Chief of Police or his designee shall evaluate the task force during the annual Specialized Assignment review to indicate their progress.

42.2.5 Deception Detection Examinations

Prior to the use of a polygraph or other technical aid for the detection of deception requiring an outside vendor, the investigating officer must have approval of the Investigations Supervisor.

When such technical aids are utilized, the department shall use only operators/examiners that have received specific training and/or are certified in the operation of such equipment.

42.2.6 Informants

Inclusion of Informants in a Master File

All confidential informants shall be registered and included in a department master file of confidential informants. All confidential informants shall be registered utilizing the Informant information Registration sheet. When the confidential informant is assigned a code name or number, the information shall be available only to the Investigations Supervisor, the Investigating Officer and the Officer registering the informant.

Contents of the Informant Files

Confidential informant files shall contain:

- A picture and/or fingerprints of the confidential informant.
- Prior arrest record/criminal activity, if any.
- Personal History.
- Addresses, Prior and Present.
- Aliases.
- A log of information gained and its reliability.

- Names, dates and disposition on arrests made through the utilization of the informant's information.
- An accurate record of money paid to the confidential information with appropriate documentation.
- Code name or number, if applicable.

Maintenance and Security of Informant Files

The Investigations Supervisor shall be responsible for the maintenance and security of the confidential informant master file. The Investigations Supervisor shall be responsible for updating the confidential informant file as well as maintaining the file in a locked cabinet.

Methods to Protect the Identity of Informants and Safety

When the confidential informant is assigned a code name or number, the information shall be available only to the Investigations Supervisor, the Investigating Officer and the Officer registering the informant.

Criteria for Paying Informants

Officers utilizing monies for payment to a confidential informant shall complete an Informant Pay Voucher and have the confidential informant place an inked impression of their right thumb on the face of the receipt.

Payment to persons other than the registered confidential informant requires the person to which payment is made to provide the officer making such payment with a social security number which shall be verified by the officer prior to payment. This process shall be witnessed by one additional officer who shall also sign the voucher.

Precautions to be Taken with Informants

Officers shall use caution when dealing with informants to include the following:

- Keeping accurate records of all monetary transactions, information and meetings.
- Letting another officer know of your intention to meet with your informant.
- Keeping control of the location of the meetings.
- Maintaining all contacts on a business level.

Precautions to be Taken with Juvenile Informants

No juvenile informants will be utilized without the approval of the juveniles' parent and or guardian. Whenever an officer has personal contact with a juvenile informant of the opposite sex, the officer will have another officer present.

42.2.7 Cold Cases

Miami Township Police Department will reopen all cold cased should new material/evidence be brought to the attention of the department.

42.2.8 Interview Rooms

The Miami Township Police Department has a written directive governing procedure for both uniformed and non-uniformed personnel utilizing designated rooms for interviews and interrogation.

Designated rooms include upper & lower-level interview rooms. The intent of this directive is to establish safe conditions for the various situations that may be encountered when conducting interviews or interrogations. Occasionally, however, serious conditions unexpectedly develop such as apparently cooperative suspect becoming combative. The Miami Township Police Department intends to provide clear directions for the use of interview rooms to ensure safety and the admissibility of any statement made therein.

Weapons Control

Officers do not need to secure any weapons when conducting interviews/interrogations in a designated interview room. If an officer believes that the situation requires it, weapons can be secured in a gun locker.

Security Concerns

Uniformed and non-uniformed personnel shall ensure that all suspects being interviewed/interrogated are supervised at all times.

Suspects will be searched prior to entry into an interview room. Suspects that pose a threat to themselves or others will be restrained as soon as practical and transferred to a facility better equipped to handle their situation.

A visual security inspection of the interview room shall be made prior to its use and immediately afterward.

Number of Personnel Allowed in Interview Room

Under normal circumstances, no more than two sworn personnel will be present during an interview/interrogation. More personnel may be allowed under exceptional circumstances such as a physical confrontation.

Means and Methods for Summoning Assistance

Officers will carry either a radio and/or a telephone with them while conducting an interview/interrogation in an interview room. Officers shall summon assistance via radio or telephone.

Equipment or Items to be Kept in the Interview Room

Interview rooms will contain items necessary to conduct an interview, generally table, chairs, office supplies, report forms and phone. The interview rooms include audio-visual monitoring equipment.

Access to Restrooms, Water or Comfort Breaks

Suspects will only be interviewed for a reasonable amount of time with a break to use the restroom or get a drink of water. All those being interviewed will be provided with access to water, restrooms and other needs that may arise.

42.2.9 Line-Ups

The intent of this directive is to establish reliable identification testimony by a witness. The following factors have been found by the courts to be relevant in identification testimony, namely:

- The witness' opportunity to view the criminal during the crime.
- The length of time between the crime and subsequent identification.
- The level of certainty demonstrated by the witness at the identification.
- The accuracy of the witness' prior description of the suspect.
- The witness' degree of attention during the crime.

In addition, the confidence level of the witness should be evaluated in terms of the witness' statement, conduct or other relevant observations.

The use of an identification procedure may be unnecessary under the following conditions:

- When the witness knows the identity of the suspect before the offense occurred or learned the suspect's identity without police assistance after the offense. A single photograph of the suspect named by the witness may be shown to the witness for confirmation that the person named is the perpetrator, or a photo lineup can be performed to establish additional probable cause.
- When the witness would be unable to recognize the suspect of the offense, such as when a suspect's face is completely covered during the commission of the crime.

Definitions

Sequential Lineup – An identification procedure in which lineup photographs are displayed one by one (sequentially).

Blind Administrator – The officer administering the lineup does not know the identity of the suspect or knows the identity but does not know which lineup member the eyewitness is looking at during the viewing.

Confidence Statements – A statement in the witness' own words, articulating their level of confidence in the identification.

Fillers – Non-suspect photographs.

Composition of Lineup

Sequential Lineups will only be conducted when a specific suspect is developed by the officer involved in the investigation. Random suspect photograph lineups are not permitted. In Sequential Lineups, witnesses should not be told how many photographs will be shown. The showing of a single photograph for identification purposes is prohibited. Photographs shall be of similar characteristics, i.e. hair color, length, facial hair, age, etc. Either all color or black and white photographs shall be used.

When showing a new suspect, avoid reusing the same fillers in lineups shown to the same witness.

Miami Township does not administer physical lineups. If a physical lineup is required, it shall be administered by the Clermont County Sheriff's Office.

Below are the steps to be used when presenting a sequential line up:

A. If practical, a blind or blinded administrator should administer the lineup(s).
    1. A blind administrator is one who does not know the identity of the suspect.
    2. A blinded administrator is one who knows the identity of the suspect but does not know which lineup member the eyewitness is looking at because a folder system or a substantially similar system is used.
B. If it is not practical to have a blind administrator, the blinded administrator must state in writing why that is the case. If it is not practical to have a blind or blinded administrator, the Administrator must state the reason in writing.
C. The system requires the use of ten folders. Obtain the suspect photograph and five photos of non- suspects photographs who have similar physical characteristics match the suspect's description and four blank photos that contain no images. The investigating officer will place a non-suspect into folder marked # 1 and allow the blind administrator to shuffle and place the remaining photographs in folders # 2-6. If the (Ohleg) Ohio Law Enforcement Gateway line-up system is used, the investigating officer must retain a copy of all photographs used for the investigative file. If a photograph is obtained from another source the investigating officer must document where the photograph was obtained.
D. It is not necessary to video and/or audio record a photographic lineup.
E. In situations where more than one witness is available, separate all witnesses to avoid information contamination and give each witness instructions regarding the lineup without the other witnesses present. Witnesses should not be allowed to confer with one another either before, during, or after the procedure.

F. The officer will instruct the witness prior to viewing the lineup that the suspect may or may not be included in the lineup; that it is just as important to eliminate innocent parties from suspicion as it is to identify those involved in the crime; and that the case will be investigated even if they cannot identify anyone. Witnesses will also be instructed to not discuss the case with other witnesses nor indicate in any way that identification was made.
G. The below photographic disclaimer will be read to the witness prior to viewing for selection.
   1. **Photographic Disclaimer**: You will be asked to look at a group of photographs. The fact that the photographs are shown to you should not influence your judgment. You should not conclude or guess that the photographs contain the picture of the person who committed the crime. You are not obligated to identify anyone. It is just as important to free innocent persons from suspicion as to identify guilty parties. Please don't discuss the case with other witnesses nor indicate in any way that you have identified someone.
H. If identification is made the officer should ask the witness to state in their own words how confident he or she is that the person is or is not the perpetrator of the crime. The witness' response should be documented in the supplement report.
I. Officers are prohibited from providing any feedback to the witness (es) or providing any information about the suspect or any of the fillers in the photographic line-up.
J. If identification is made, the officer should have the witness mark the photograph with their initials and the date. The blind administrator will complete form 8-09a. The lineup will then be forwarded with the case file to the records section to be added to the electronic case file. A supplement report will be completed by the investigating officer detailing the results of the witness identification. The investigating officer will remove the photographs from folders # 1-6 and document on the back of the photograph which folder the photograph was removed from. Only the photographs will be placed in a small evidence envelope and submitted as evidence.
K. The best practical recommendation is for a photographic line-up to be shown when all case facts have been considered.

Using Video & Audio Recording

Identification procedures shall be video taped or audio taped whenever practical.

Situations Where More Than One Eyewitness is Available

Each witness shall be given instructions regarding the identification procedures without other witnesses' present.

Each witness shall view the lineup separately and independently. Under no circumstances shall multiple witnesses participate in these processes together, in the presence of each other or within ear shot of each other.

The suspect will be placed in a different position in the lineup for each witness.

Instructing Witnesses Prior to Viewing Lineup

The Sequential Lineup instructions form will be used and completed during the administration of all such investigations and secured with the officer's case file.

Identifying Level of Confidence of Witness

If the witness identifies a person as the perpetrator, the eyewitness shall not be provided with any information concerning such person before the administrator obtains the written witness confidence statement about the selection. The completed witness confidence statement shall be completed immediately following the identification and secured with the officer's case file.

Prohibiting Feedback by the Administrator

Officers must not, by word or gesture, suggest opinions to any witness concerning the guilt or innocence of a suspect in any identification procedure. Witnesses making inquiries about an officer's opinion shall be informed of this restriction.

A blind administrator is the preferred administrator for Sequential Lineups. However, because there is a greater risk that an administrator may convey unintentional cues during sequential presentations, sequential presentations should only be used if the identification procedure is being conducted by an independent blind administrator.

If it is not practical to have a blind administrator, the administrator must state the reason in writing. Those listed reasons will be considered by the trial court judge in determining the admissibility of the eyewitness identification. If deemed admissible, failure to comply will be admitted to the jury to consider the credibility of the identification.

The administrator of a lineup must record all the following:

- All identification or non-identification results, including confidence statements by the eyewitnesses and the results of any subsequent viewings.
- The names of all people present.
- The date and time of the lineup.
- Eyewitness identification of any of the individuals in the lineup.
- Names of the lineup members and the source of the photographs or people in the lineup.

Documenting Lineup and Results

Identification instruction forms will be used during the administration of a Sequential Lineup. These forms will include the Witness Confidence Statement documenting all details of the lineup. These forms shall be signed and secured with the officer's case file.

42.2.10 Show-Ups

Show Ups and/or Field Identification is an identification procedure involving showing a single suspect within a short time following the commission of a crime to an eyewitness and asking them to identify or reject the suspect as the actual perpetrator.

The intent of this directive is to establish reliable identification testimony by a witness. Show Ups and/or Field Identifications carry a dangerous degree of improper suggestiveness and should not be used absent compelling reasons for not using a photographic lineup. The following factors have been found by the courts to be relevant in identification testimony, namely:

- The witness' opportunity to view the criminal during the crime.
- The length of time between the crime and subsequent identification.
- The level of certainly demonstrated by the witness at the identification.
- The accuracy of the witness' prior description of the suspect.
- The witness' degree of attention during the crime.

Nothing in these guidelines prohibits the common procedure of transporting a witness in a patrol car to cruise the general area in which a crime has occurred in hopes of spotting the perpetrator and arranging a show up or field identification procedure.

Compelling Reasons Under Which a Show Up Eyewitness Identification May Occur

An officer may arrange a show up or field identification between a witness and a suspect whenever a potential suspect is located and detained within a reasonable length of time, in proximity to the location of the crime and fits the specific description of the perpetrator given by the witness; when a lineup cannot be promptly arranged and when there is an immediate need to arrest the suspect.

If an officer has reasonable suspicion to detain a suspect under the above circumstances, the officer may use such force as is reasonably necessary to stop the suspect from leaving, or to cause the suspect to remain in the officer's presence. If probable cause to arrest develops during the detention, an arrest should be made.

No person has the right to have a lawyer present at any show up or field identification.

Manner of Transportation to the Show Up

If the suspect is being held at a location other than the police station, the witness shall be transported to the location where the suspect is being detained by a police detective or police supervisor. Suspects should not be transported to the witness' location unless exigent circumstances exist.

Situations Where More than One Eyewitness is Available

Show Ups and/or Field Identification should not be conducted with more than one witness present at a time. If there is more than one witness, the show up must be conducted separately for each witness and witnesses should not be permitted to communicate before or after any show up regarding the identification of the suspect. The same suspect should not be presented to the same witness more than once.

If there are multiple suspects, these suspects shall be separated and subjected to separate show ups and/or field identifications.

If a positive identification is made, the other individuals who witnessed the crime should be shown a Sequential Lineup.

Instructions to Witnesses Prior to Viewing Show Up

Identification procedures shall be videotaped, or audio taped whenever practical.

If possible, do not show the suspect handcuffed or in the back seat of a patrol car. If the suspect is handcuffed, take measures to conceal this fact from the witness when possible. Suspects may not be required to put on clothing worn by the perpetrator. However, they may be required to speak words uttered by the perpetrator or perform other actions of the perpetrator. Advise the witness that the person detained may or may not be the perpetrator and the witness should not feel compelled to make an identification. If the witness makes identification, do not confirm or corroborate the identification.

The Show Up and Field Identification instructions shall be completed during the administration of all such investigations and secured with the officer's case file.

Identifying the Level of Confidence Expressed by the Witness

If the witness identifies a person as the perpetrator, the eyewitness shall not be provided with any information concerning such person before the administrator obtains the written witness confidence statement about the selection. The completed witness confidence statement shall be completed immediately following the identification and secured with the officer's case file.

If the detained suspect is not identified by a witness as the perpetrator and officers lack any other probable cause for an arrest, the suspect should be released after obtaining basic information.

Prohibiting Feedback by the Administrator

Officers must not, by word or gesture, suggest opinions to any witness concerning the guilt or innocence of a suspect in any identification procedure. Witnesses making inquiries about an officer's opinion shall be informed of this restriction.

Documenting Show Up and Field Identification Results

Identification instruction forms will be used during the administration of all Show Up and Field Identifications. This form will include the Witness Confidence Statement documenting all details of the identification. These forms shall be signed and secured with the officer's case file.

ADDENDUM A – HOMICIDE PROTOCOL

Initial Response

- Arrive on scene, clear the scene and secure with crime scene tape.
    - An inner perimeter and outer perimeter should be established. One sworn uniformed officer should be posted outside the inner perimeter with a crime scene log.
    - Anyone who steps beyond the tape will be logged onto the personnel log. Road patrol officer will remain onscene until released by the supervisor at the scene.
    - Notifications: Investigations Supervisor will inform Chief
    - Non-sworn personnel should not be permitted inside the outer perimeter. No person except the crime scene processing officers should enter the actual scene until the team finishes processing it.
    - Make sure the integrity of the crime scene is not compromised by any person(s). Update all Investigators on information gathered to keep them informed and involved.
    - Locate and identify witnesses/suspects present at the crime scene. Separate and secure those witnesses/suspects. You might consider transporting them to Miami Township Police Department for interview/interrogation.
    - If applicable, stop vehicles passing by the crime scene and interview subjects inside them. A brief contact would be sufficient to include the subjects name, address, phone number and registration of vehicle. Ascertain if these people may have witnessed any suspicious behavior or they themselves raise suspicion.
    - Send out necessary teletype information to adjacent jurisdictions regarding vehicle information, suspect information or victim information and request broadcasts are made.

- Designate a media staging area and assign an officer to manage the area until the public information officer (PIO) arrives.
    - The Chief or Designee will be responsible for all public relations releases to the public or media. Media releases are limited to basic information for

ONGOING investigation. Be cautious not to release pertinent information that may be known only to the assailant or others directly involved with the homicide.

- Identify a Lead Investigator. The Lead Investigator is responsible for maintaining the case file, overall investigation coordination, and subsequent prosecution.
  - No person has access to the case file unless they sign it in or out for chain of custody purposes.

- Secure Search Warrant for crime scene.
  - Work in conjunction with the Coroner's Investigator and the Coroner to make sure the scene is not compromised.

Crime Scene

- Crime Scene Technician is responsible for processing the scene and its contents. The scene will be processed, photographed and all evidence pertinent to the investigation will be collected.
  - This will include a videotaping of the entire scene, both interior and exterior, prior to processing it.
  - All evidence is to be photographed in chronological order utilizing evidence placards. All evidence, once it has been photographed, will be sealed, at the scene, prior to transporting it. Officers are reminded to bag each item separately and change gloves between each collection.
  - Collect any discarded items located within the ditch lines of the victim's residence, found in close proximity to the victim or the crime scene itself. These items may seem insignificant, however, could be potentially evidentiary in nature.
  - A grid search shall be completed, of the crime scene, by personnel designated by the Supervisor on the scene. Depending on scene, the search will be conducted working your way from the victim out and back or initiating search away from the victim and working your way back to the victim. Utilize all personnel for grid search to include fire department, if necessary. Conduct a search at night, if necessary, to keep any evidence from being destroyed. In addition, the drone may be utilized to obtain aerial photos of the crime scene.
  - Any hair found at the scene needs collected and processed for DNA to include mitochondria DNA.
  - If a vehicle is involved in the offense, process it properly to include vacuuming, luminal, fingerprinting or fuming the contents of it. Also, if blood is found, remove carpet and send it to the crime lab for testing (DNA, typing, male, female gender). Does the vehicle have navigational systems and will a separate search warrant be needed to access the records?
  - Contact outside Law Enforcement Agency for assistance with crime scene processing techniques not utilized by Investigations Unit.
    - FBI Evidence Response Team 513-421-4310
    - BCI Evidence Response Team 937-605-6096
    - Clermont County Narcotics Unit (CCNU) for manpower assistance.

- Assign investigator(s) to interview all victims and witnesses at the scene.
    - Create a list of questions for consistency with all interviewees

- Assign an investigator to complete a neighborhood canvass of the area.
    - Include documentation of all persons spoken to, addresses, phone numbers, cell phone numbers and workplaces and work phone numbers. Canvass the adjoining or adjacent parks or apartment complexes to include dumpsters for any possible evidence.
    - Check for any existing cameras which may be in the area. If the victim is found in close proximity to a business, check with business for cameras. Also, check with residents during canvass to determine if any have surveillance cameras located on the exterior or interior of their home which may have recorded evidence.
    - Responsible for speaking with all Postal Service, school bus drivers, Rumpke garbage personnel, newspaper delivery drivers, Duke personnel etc. if applicable.

Victim:

- ☐ If the victim is found at a different location, from the original crime scene, execute a search warrant to retrieve the remains so to alleviate any motions in court referencing fruit of the poisonous tree doctrine.
- ☐ Execute search warrants at the victim's residence, if necessary, to obtain valuable or pertinent information regarding the investigation.
- ☐ Check the victim's phone to ascertain if redial is present. If so, complete this task when applicable.
- ☐ When a proper autopsy is completed, by a competent forensic pathologist, at the direction of the Investigations Supervisor, send one investigator to it.
- ☐ Entomology may be useful if insects are located on the victim, this could help determine location of death if victim was moved by identifying the type of insect found on or within the victim's cavities.
- ☐ Cell phone records should include any text messaging, e-mails, memos, cell tower information - days leading up to and including the day the homicide was discovered, etc. Ensure preservation letters are sent to Cellular phone companies.
- ☐ Seize computer evidence, if applicable.
- ☐ Consider issuing subpoenas or search warrants for financial records, if applicable.
- ☐ Check with road patrol personnel and determine if they have any prior contact with victim or victim's friends/relatives etc. Search Interbadge for prior contacts.
- ☐ Notify school personnel if the victim is a juvenile, reference setting up grief counselors for students and staff. If the victim is employed at large company, consider similar notification.

Known Suspect / Persons of Interest:

- ☐ Seize clothing from suspects, consider seizing clothing from persons of interest or witnesses present during offense.
- ☐ Video and audio taped interview, if possible.

- Contact any parole or probation personnel who may be helpful with the investigation.
- Execute search warrants on suspect's residence, cars, computers, etc. looking for evidentiary items of value.
- Cell phone records should include any text messaging, e-mails, memos, cell tower information - days leading up to and including the day the homicide was discovered, etc. Ensure preservation letters are sent to cellular phone companies.
- Seize computers, cellphones, and any digital forensic evidence, if applicable.
- Consider issuing subpoenas or search warrants for financial records, if applicable.

Unknown Suspect:

- Contact outside (Cincinnati Police Department) agency for a composite of a suspect, if necessary.
- Canine utilization, the bloodhound when applicable and patrol K9 units when appropriate.
- Utilize Clermont/Hamilton Counties Dive Team, when applicable.
- Contact any parole or probation personnel who may be helpful to the investigation.
- Check field interrogation reports (FIR), incident reports, priors etc. Look in Report Management System (RMS) regarding any suspicious subjects in the area, within the last month.
- Contact Ohio State Highway Patrol to determine who they've issued citations to prior to the Homicide, within close proximity to the crime scene, include written warnings etc.
- Contact Clermont County Narcotics Unit (CCNU) for assistance, if applicable, during the investigation reference informants and drug activity in the area. Ascertain if any Intel may be available reference known associates of the victim, is there a need for surveillance or leads/follow-up CCNU can assist with.
- Check with road patrol personnel and determine if they have had any prior contact with victim or victim's friends/relatives etc. Search Interbadge for prior contacts.
- Contact Fusion Center for assistance with photo of unknown suspect, facial recognition possibilities.

General Investigation:

- Assign Investigators tasks, all to meet back at a central location and designated time to discuss findings. Follow-up with any leads or areas of concern from this meeting.
- Interview witnesses, suspects, defendants, at the police department, and videotape their interviews. If videotaping the interview is not possible, be certain to audio tape all of them.
- Search all known vehicles through the license plate reader (LPR) - victims, suspects, witnesses and family members.
- Check all pawn shops, if property is found to be missing from the victim's residence.

- Check for all registered sex offenders who reside in the area.
- Use a global positioning system (GPS) devices/search warrant on automobiles when necessary.
- Contact Children's Protective Services, Domestic Relation Court, Juvenile Court and Municipal Court to determine if they have had any previous contacts with the address or the occupants residing at the residence. Research the Clermont County Auditor's office to determine ownership of properties.
- Polygraph exams, when applicable.
- Obtain tax maps or utilize the drone to procure flyover photographs of the scene, which are current. This may be useful in determining if property lay out is accurate or current/previous owner's information etc.
- Complete a thorough background check on victims to include Equifax, financial records, arrest records, rental car agreements, safety deposit box, life insurance policies, auto tracker through Magloclen. Run TLO searches on all parties involved.
- Check all phone records of victim(s) and suspects. Send preservation letters to cellular phone companies of all parties involved.
- Contact school resource officers to determine if they have any information pertinent to the investigation (i.e. kids talking about something at school which may be helpful) Have SRO access Raven 911 for possible Twitter information at the time of the incident
- Communications with Immigration and Customs Enforcement (ICE) from initial stages, if victim or suspect is identified as an illegal.
- Secure 911 tape of incident to include all documented pieces of material which may include potential witnesses to the offense
- Case preparation with Prosecutor's Office