

CHAPTER 6
SAFETY SERVICES INVESTIGATION PROGRAM
REVISED MAY 2024
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CHAPTER 6

SAFETY SERVICES INVESTIGATION PROGRAM

1. GENERAL. The Safety Services Investigation Program (SSIP) provides guidance and directives to field Divisions and Area commands for conducting in-depth investigations of crimes and incidents that occur on state-owned or state-leased property. The SSIP establishes policy and training requirements for SSIP personnel. The SSIP is part of the overall Safety Services Program (SSP).

2. POLICY.
 - a. Memorandum of Understanding. The Department will honor an existing Memorandum of Understanding (MOU) with an allied agency for services rendered on state property and modify the MOU as requested or required. If the allied agency elects to no longer participate in the MOU, the Department will assume jurisdictional responsibility. If the allied agency cannot or will not respond to a crime on state-owned or state-leased property, the Department shall respond and handle the case to conclusion (refer to Chapter 2, Operational Policies and Procedures, of this manual).
 - b. Jurisdictional Responsibility. If the Department has jurisdictional responsibility for a crime committed on state-owned or state-leased property, a thorough investigation shall be conducted by properly trained departmental personnel (refer to Chapter 2).
 - c. Allied Agency Assistance. Area commanders and Investigative Services Unit (ISU) coordinators should develop professional working relationships with allied agency investigative personnel. This will help to facilitate investigative support in cases where departmental resources are limited or insufficient for the complexity of the crime being investigated (refer to Chapter 2).

3. PROGRAM ADMINISTRATION.
 - a. Protective Services Division. Protective Services Division (PSD) is directly accountable to Assistant Commissioner, Field (ACF), for establishing policy and guidance for the implementation of the SSIP. Within PSD, Emergency Operations and Safety Services (EOSS) Section is the Office of Primary Interest for SSIP.
 - b. Field Divisions.
 - (1) Division Commanders. Division commanders are directly accountable to ACF for establishing and managing the Division's SSIP.

(2) Investigative Services Unit Coordinators. Investigative Services Unit coordinators are lieutenants (or above) who are directly accountable to their Division command for the operation and administration of the Division's SSIP.

(3) Division Safety Services Investigation Program Supervisors. Division SSIP supervisors are sergeants who are directly accountable to their respective ISU coordinator for the implementation and supervision of the Division's SSIP. A Division SSIP supervisor may also serve as the Division SSP coordinator.

(4) Division Safety Services Investigators. Division Safety Services Investigators (SSI) are officers who are directly accountable to Division SSIP supervisors for investigating SSP-related crimes that occur on state-owned or state-leased property.

c. Areas.

(1) Area Commanders. Area commanders are directly accountable to the Division commander for establishing and managing the Area's SSIP. Area commanders shall assign a supervisor to coordinate the Area's SSIP.

(2) Area Safety Services Investigation Program Supervisors. Area SSIP supervisors are field sergeants who are directly accountable to their field commanders for the implementation and coordination of their Area's SSIP. An Area SSIP supervisor may also serve as the Area SSP coordinator.

(3) Area Safety Services Officers. Area Safety Services Officers (SSO) are Area officers assigned by their Area commander to respond to and investigate (on a full or part-time basis) crimes that occur on state-owned or state-leased property.

4. RESPONSIBILITIES.

a. Protective Services Division. The EOSS Section shall coordinate specialized investigative training courses for SSIP personnel (refer to paragraph 9 of this chapter).

b. Field Divisions.

(1) Division Commanders. Division commanders shall develop Standard Operating Procedures (SOP) for the response and investigation of SSP-related crimes that occur within the Division's geographical area of responsibility. Division commanders should provide ACF with regular updates of ongoing SSP criminal cases that are deemed to be high-profile and/or sensitive in nature.

(2) Investigative Services Unit Coordinators. Investigative Services Unit coordinators shall function as the SSIP liaison to Areas within the Division. In addition, the ISU coordinator is responsible for the following:

- (a) Select and assign a Division SSIP supervisor to provide overall supervision of the Division SSIP.
- (b) Implement SOPs for investigating and filing criminal cases referred to ISU from Areas or assigned directly to ISU by Division.
- (c) Consult with Area commanders (within the Division), as needed, to review and provide recommendations for investigating SSP-related criminal cases investigated by Area SSOs.
- (d) When applicable, coordinate investigations with appropriate federal, state, or local law enforcement agencies to avoid duplication of efforts and ensure deconfliction.
- (e) Request assistance from the Division Multidisciplinary Accident Investigation Team (MAIT) to process a major crime scene investigation considered beyond the scope of training and expertise of the Division SSIs. If MAIT is unable to respond, assistance from an allied agency crime scene investigation (CSI) team may be requested.
- (f) Assign SSIP personnel to those work shifts that are most conducive to effective performance of duties. This may involve personnel working unusual shifts in order to facilitate proper and efficient investigation of SSP-related criminal cases.
- (g) Establish procedures for Division managerial and supervisory review (initial and final) of investigative reports completed by SSIP personnel.
- (h) Implement ISU arrest and search warrant service procedures, as they relate to officer safety issues and tactical operations consistent with existing policy.
- (i) Provide directives for undercover vehicle operations, maintenance, and use of related equipment by SSIP personnel.
- (j) Establish an appropriate dress code for SSIP personnel and grooming standards for plain clothes and undercover operations, as applicable.
- (k) Establish procedures for the development and maintenance of informants related to SSP-related investigations consistent with existing policy.

- (l) Implement SSI on-call/callout procedures and overtime approval procedures.
- (m) Establish selection criteria and assignment of new SSIP personnel.
- (n) Implement an initial training plan for new SSIP personnel and a recurring training plan for current SSIP personnel (refer to paragraph 9 of this chapter).
- (o) Maintain effective relations with the local district attorney to aid in the prosecution of cases related to the SSIP.
- (p) Coordinate with Division public information officers (PIO) to provide news releases related to high profile investigations. News releases affecting multiple Divisions, or having statewide or national interest, shall be coordinated with the Office of Community Outreach and Media Relations.
- (q) Provide brief overview to EOSS Section of any major investigation involving multijurisdictional coordination or intradepartmental investigations. The report may be made by telephone, electronic message (e-mail), or Communications Network (Comm-Net) message (refer to paragraph 11 of this chapter).

(3) Division Safety Services Investigation Program Supervisors. Division SSIP supervisors are responsible for the supervision of SSIs assigned to the ISU. Other responsibilities include:

- (a) Ensure SSIs are properly trained and equipped to investigate SSP-related criminal cases.
- (b) Conduct initial screening of all SSP-related criminal cases and assign an SSI, as the primary investigator, who possesses the appropriate training and expertise to successfully handle the investigative case to conclusion.
- (c) Maintain sufficient knowledge of ongoing SSP-related criminal cases and provide ISU coordinator with regular updates, as needed, on the status of open cases.

(4) Division Safety Services Investigators. Division SSIs are responsible to adhere to the established ISU SOPs and policies outlined in this chapter. Other major responsibilities include:

- (a) Maintain a level of proficiency to independently investigate criminal activity that occurs on state-owned or state-leased property.

(b) Conduct or assist in the processing of a crime scene, which includes the identification, collection, preservation, and processing of physical evidence obtained during a criminal investigation.

(c) Assist other ISUs with ongoing investigations, as needed, at the discretion of the ISU coordinator.

(d) Assist allied agencies with nondepartmental investigations, when requested and authorized by the Division commander.

(e) Provide initial training to new SSIs and recurring training to SSOs, as requested by Areas.

b. Areas.

(1) Area Commanders. Area commanders shall develop and implement SOPs for the response and investigation of crimes that occur within the command's geographical area of responsibility. Other responsibilities include the following:

(a) Select and assign an Area SSIP supervisor to provide overall supervision of the Area SSIP. The Area SSIP supervisor may also be responsible for the Area SSP.

(b) Request assistance for Division SSIs to investigate major, complex cases that are considered beyond the scope of training and expertise of the Area SSOs. The request should be authorized by the ISU coordinator.

(c) Provide ISU coordinators with regular updates of open cases, as needed, that are considered complex and/or sensitive in nature.

(d) When applicable, coordinate investigations with appropriate federal, state, or local law enforcement agencies to avoid duplication of efforts and ensure deconfliction.

(e) Establish procedures for managerial and supervisory review of investigative reports completed by SSOs.

(f) Implement SSO on-call/callout procedures (if applicable) and overtime approval procedures.

(g) Establish selection criteria and assignment of new SSOs. Selection of Area SSOs should be based on the officer's general interest in the SSP. Other SSO selection criteria should be based on the following:

- 1 Knowledge and understanding of this manual.

- 2 Experience in handling SSP-related criminal cases.
- 3 Willingness to complete additional SSO training.
- 4 Willingness to provide proactive education components of the SSP (i.e., Workplace Violence Prevention Program, Crime Prevention and Security Program, and Emergency Preparedness Program).

(h) Implement initial training plan for new SSOs and a recurring training plan for current SSOs (refer to paragraph 9 of this chapter).

(i) Maintain effective relations with the local district attorney's office to aid in the prosecution of criminal cases and discuss matters related to Area SSIP.

(j) Coordinate with the Area PIOs to provide news releases related to SSP-related criminal investigations that have public interest. News releases affecting multiple Areas should be coordinated with the Division PIOs.

(2) Area Safety Services Investigation Program Supervisors. Area SSIP supervisors are responsible for the supervision of SSOs assigned to Areas. Other responsibilities include:

(a) Ensure all field personnel assigned as SSOs are properly trained and equipped to investigate SSP-related criminal cases.

(b) Provide initial case screening and assignment of SSP-related criminal cases.

(c) Maintain sufficient knowledge of new and ongoing SSP-related criminal cases and provide the Area commander with regular updates on the status of open cases.

(3) Area Safety Services Officers. Area SSOs are responsible to adhere to the established Area SOPs and policies outlined in this chapter. Other SSO responsibilities may include the following:

(a) Investigate SSP-related criminal cases to conclusion, except for major, complex cases involving extensive follow-up investigation and expertise beyond the SSOs scope of training and experience.

(b) Provide nonenforcement SSP-related services to allied state agency employees, such as providing assistance with the Workplace Violence

Prevention Program, Crime Prevention and Security Program, and Emergency Preparedness Program.

5. INVESTIGATIONS.

a. Major Crime Investigations. Normally, Division SSIs will conduct major crime investigations which include, but are not limited to, cases involving the following:

- (1) Homicide or deaths involving suspicious circumstances.
- (2) Shootings (including BB or pellet guns which result in serious injury or death).
- (3) Sexual assaults (i.e., forcible rape, forcible sodomy, and forcible oral copulation).
- (4) Violent crimes resulting in serious injury.
- (5) Gross child abuse or child neglect.
- (6) Armed robbery.
- (7) Kidnapping.
- (8) Burglary, when suspect information is available or the crime involves substantial loss.
- (9) Complex identity theft.
- (10) Arson, when another felony is involved.

(a) Office of the State Fire Marshal (OSFM) arson investigators shall be notified in order to assist with these investigations.

(b) If OSFM investigators are unavailable, local city or county arson investigators should be utilized when possible.

b. Crime Scene Investigations. If the need to process a crime scene for evidence is identified, a departmental crime scene investigator shall respond, if available. The request should be made to the ISU coordinator by the Area on-duty supervisor. If an ISU investigator requests assistance, the request should be made to an ISU supervisor.

- (1) Crime scene investigators are officers with specialized CSI training and experience.

- (2) Typically, crime scene investigators are assigned to the Division ISU, but may be assigned at the Area level when authorized by the Area commander.
- (3) The primary responsibilities of crime scene investigators are to:
 - (a) Identify, collect, preserve, and process physical evidence.
 - (b) Photograph, measure, and draw crime scene diagrams, as necessary.
 - (c) Develop and lift latent fingerprints, as necessary.
 - (d) Package, label, or mark all evidence, photos, and latent fingerprints.
 - (e) Book all evidence collected into the appropriate Area or Division evidence room, consistent with existing policy, unless such evidence is booked into a crime laboratory for further processing.
 - (f) Complete written reports detailing what and where physical evidence was located and collected.
 - (g) Apprise a supervisor of CSI activities relating to the investigation of the crime scene.
 - (h) Provide completed reports to the primary investigating officer for inclusion in the final report.
 - (i) Provide ongoing crime scene evidence processing, as required.
 - (j) Testify in court regarding CSI.
 - (k) Assist with providing CSI training to new Division SSIs and Area SSOs, as needed.
- (4) Upon completion of a CSI, crime scene investigators shall complete a CHP 556, Narrative/Supplemental, documenting their observations and investigation associated with the crime scene. This report shall be forwarded to the primary investigating officer (SSI or SSO).
- (5) Training requirements for crime scene investigators are listed in paragraph 9., of this chapter.
- (6) If available, CSI equipment and supplies shall be requisitioned through normal Division/Area requisition procedures as outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual.

(a) Commands shall conduct annual maintenance inspections, physical inventories, and provide a copy to the Division equipment coordinator at the end of each fiscal year as outlined in HPM 11.2.

(b) Commands shall maintain records of all equipment and specialized supplies issued to crime scene investigators. The issued equipment shall be entered into the Employee Training Records System (ETRS).

6. NOTIFICATION REQUIREMENTS.

a. Investigative Services Unit Notification. When Area field supervisors are notified of a major crime, they should notify the ISU coordinator if the scope of training and expertise is beyond that of the Area SSOs.

b. Allied Agency Notification. Division SSIP supervisors may notify the appropriate allied agency to facilitate further investigative leads and information sharing.

7. INVESTIGATION CASE REPORTING.

a. General Reporting Requirements. Division SSIs and Area SSOs shall record all responses to state-owned or state-leased properties. All documentation shall be completed in accordance with HPM 100.70, Safety Services Program Manual, Chapter 3, Crime Incident Reporting, paragraph 2, of this manual.

b. Investigation Categories.

(1) Priority One. Priority one cases are crimes/incidents requiring immediate investigation and shall be documented using the CHP 216, Arrest-Investigation Report, and the STD. 99, Report of Crime or Criminally Caused Property Damage on State Property. These include the crimes listed in paragraph 5.a. of this chapter.

(2) Priority Two. Priority two cases are crimes/incidents that require follow-up; however, no immediate investigation is required. These cases shall be documented using the CHP 216 and the STD. 99. Examples include:

(a) Presence of information that may result in significant leads.

(b) A firearm booked into evidence, but not reported as lost, stolen, or wanted.

(c) Suspicious circumstances.

(3) Priority Three. Priority three cases are crimes/incidents that do not have any leads and are reported solely for statistical purposes. These cases shall be documented using the STD. 99, reviewed for possible follow-up, and entered in the State Crimes Automated Reporting System database for crime trend statistics. Examples include:

- (a) Theft or vandalism without leads.
- (b) Other property damage.

c. Investigative Case Folder Requirements. A separate case folder and case log shall be utilized for each priority one and priority two case, to monitor the activity.

(1) The case folder shall include, but is not limited to:

- (a) Index sheet.
- (b) Copy of original investigation report.
- (c) Supplemental investigative reports.
- (d) Copies of photographs.
- (e) Copies of sketches.
- (f) Copies of laboratory reports, when available.
- (g) Arrest report(s).
- (h) Prosecution report.
- (i) Criminal history and Department of Motor Vehicles' records.
- (j) CHP 393A, Investigator Personnel Activity.

(2) The investigation is submitted to a Division SSIP or Area SSIP supervisor for approval prior to filing with the city/district attorney.

d. Format for Investigator's Follow-Up. Reports received from the field shall be formatted based on report formatting criteria outlined in General Order 100.39, CHP 202, Driving Under the Influence Arrest-Investigation Report, and CHP 216, Arrest-Investigation Report. Either the routine or complex format shall be utilized based on the complexity of the case. The assigned SSI should add headings that would be appropriate for the investigation, or the follow-up performed.

- e. Supervisor Case Tracking. Supervisors should use the Area Information System (AIS), if applicable, to monitor case load, case progress, and ensure timely completion and filing.
8. CHP 556, NARRATIVE/SUPPLEMENTAL. A CHP 556 shall be initiated by the investigator when one or more of the following circumstances occur after case filing:
- a. There is a change in the case status, disposition, or priority.
 - b. The original crime or incident is reclassified.
 - c. The responsibility for investigation of the case is transferred to another Division.
 - d. Corrections are made to the original report(s).
 - e. There is additional property loss, deletion, or property recovery.
 - f. Information is developed subsequent to the original report which must be documented in order to obtain a filing.
 - g. Additional witnesses have been identified.
 - h. Significant information is learned, or a follow-up investigation is conducted which merits documentation. These circumstances would include:
 - (1) Information that tends to identify or eliminate a known suspect.
 - (2) Information relative to how the crime occurred.
 - (3) Investigative efforts that produce positive or negative information toward solving the crime.
 - (4) When required by an investigative supervisor.
9. TRAINING. The EOSS Section will coordinate specialized investigative training courses for departmental personnel assigned to SSIP. The ISU coordinators are responsible for ensuring initial and recurring investigative training is provided to Division SSIs within the time limits established by the SSI training plan. Area commanders are responsible for ensuring that initial and recurring training is provided to Area SSOs within the time schedule established by the SSO training plan.
- a. Division Safety Services Investigators. Newly assigned Division SSIs should successfully complete the following SSI training plan:

(1) Commission on Peace Officers Standards and Training Robert Presley Institute of Criminal Investigation (ICI) Core Course (80 hours). The core course should be completed within the first year of assignment. The learning objectives of the core course include:

- (a) Organize and employ the skills in case management.
- (b) Demonstrate the ability to work with victims and witnesses through effective application of interviewing techniques.
- (c) Demonstrate the ability to confront suspects through the effective application of interrogation techniques.
- (d) Identify and access useful sources of information.
- (e) Validate investigative work through case documentation and preparation.

(2) Field Training. Requirements of the SSI training plan are listed in the CHP 393, Safety Services Investigator Training Plan (refer to Annex A). The CHP 393 ensures all elements of the roles and responsibilities of an SSI are explained, demonstrated, or performed during the training period. The training plan should be completed within 90 days of assignment as an SSI.

(a) An experienced SSI trainer shall be assigned to train a new SSI during the completion of the training plan. The SSI trainer shall document on the CHP 393 the successful completion of the required tasks.

1 An SSI trainer is selected by the ISU coordinator to perform the duties of an investigator trainer.

2 An SSI trainer should have a minimum two years of experience as an SSI, not including the time spent completing the SSI training plan.

(b) Upon approval by the Division SSIP supervisor, SSIs who are deemed not proficient during the completion of the SSI training plan will be provided remedial training until the investigative tasks listed in the CHP 393 can be proficiently performed by the new SSI. The comments section of the CHP 393 shall be used to document the need for remedial training and additional information.

(c) Successful completion of the SSI training plan is required prior to an SSI assuming the role of primary investigator of an SSP-related criminal case.

(d) Additional specialized investigative training should be completed by an SSI, as soon as practical, including but not limited to, ICI-related homicide, sexual assault, interview and interrogation, and CSI.

(e) An SSI assigned as a crime scene investigator should complete the following training:

- 1 Attend a basic CSI course as soon as possible.
- 2 Attend an advanced CSI training as soon as practical.
- 3 Complete supplemental training offered by experienced departmental crime scene investigators and/or allied agency crime scene investigators to develop and expand their CSI experience.
- 4 Crime scene investigators shall be properly trained to utilize specialized CSI equipment.

(f) The Division SSIP supervisor shall review and approve the CHP 393. After approval, the original CHP 393 shall be placed in the employee's personnel training folder, and the training shall be properly recorded in the ETRS.

b. Area Safety Services Officers. Newly assigned Area SSOs should successfully complete, within 90 days of assignment, the following SSO training plan:

(1) Field Training. Requirements of the SSO training plan are listed in the CHP 393C, Safety Services Officer Training Plan (refer to Annex B).

(a) The new SSO should be trained by the Area SSIP supervisor, unless delegated to a properly trained SSO. The Area SSIP supervisor (or Area SSO) shall document on the CHP 393C the successful completion of the required tasks.

(b) The completion of the CHP 393C ensures all elements of the SSO's roles and responsibilities are explained, demonstrated, and performed during the SSO training plan.

(c) Upon approval by the Area SSIP supervisor, an SSO who is deemed not proficient during completion of the SSO field training plan will be given remedial training until the performance tasks listed in the CHP 393C can be performed proficiently by the new SSO. The comments section of the CHP 393C shall be used to document the need for remedial training and additional information.

(d) After completion, the original CHP 393C shall be placed in the employee's personnel training folder, and the training shall be properly recorded in the ETRS.

(e) Additional specialized investigative training should be completed by an SSO, as determined by Area commanders, including but not limited to, ICI-related homicide, sexual assault, interview and interrogation, and CSI.

10. CASE DISPOSITION PROCEDURES.

a. Disposition Code Updates. During the investigation, the disposition of the case may change. When the disposition of a case changes, the Division SSIP supervisor or Area SSIP supervisor shall update AIS.

b. Case Disposition Definitions. Case disposition codes are listed below in order of hierarchy. When more than one disposition is applicable, use the higher disposition code.

(1) Disposition Code 1 - Unfounded. To be used when information develops that shows no reportable crime/incident occurred.

(2) Disposition Code 2 - Resolved at the Scene. To be used when a crime/incident is resolved at the scene by the responding officer; or, the matter requires no further investigation or follow-up. This includes incidents resulting in a "field interview" when no further follow-up is necessary.

(3) Disposition Code 3 - Not Cleared. To be used when a crime/incident is not resolved, and no other disposition code applies.

(4) Disposition Code 4 - Arrested/Cited. To be used when responding to a crime/incident where a suspect is identified, and:

(a) A person is arrested or cited for the commission of an offense.

(b) The perpetrator is not a juvenile, and

1 A warrant is issued for the person's arrest.

2 Is cited into court (noncustodial cases).

3 The matter is deemed an infraction and a court hearing is scheduled.

(c) The perpetrator is a juvenile, and also:

- 1 Is arrested and booked at a juvenile facility.
- 2 A juvenile petition is requested.
- 3 Is referred to another agency.

(5) Disposition Code 5 - Turned Over to Other Agency/On State Property. To be used when a crime/incident occurs on state property and is turned over to another agency, including alarms turned over to local agencies for their response.

(6) Disposition Code 6 - Turned Over to Other Agency/Off State Property. To be used when a crime/incident is initially handled by the Department; but, it occurred off state property and is later turned over to another agency to complete.

(7) Disposition Code 7 - Back-up Other Agency/Off State Property. To be used when a crime/incident occurs off state property and is handled by another agency where the Department provided back-up assistance only.

(8) Disposition Code 8 - Investigation/Follow-up Clearance. To be used as a supplemental disposition when a crime/incident is cleared as the result of follow-up investigation or review as documented in a supplemental report. This includes cases where no further investigation or follow-up is anticipated due to lack of additional information.

11. ACTIVITY REPORTING. To establish uniform reporting requirements, and to measure the effectiveness of the Division SSIP, the following forms shall be completed to record the Division SSI's activities.

a. CHP 393A, Investigator Personnel Activity.

(1) Report Submission. All Division personnel assigned to the SSIP shall record their activity on a CHP 393A (refer to Annex C). Area SSIs may use the CHP 393A in conjunction with the CHP 100, Officer's Evaluation/Activity Summary. Total hours recorded by SSIs on the CHP 393A shall agree with daily regular and overtime hours recorded on their respective CHP 415, Daily Field Record, excluding call back time.

(2) Report Preparation. The CHP 393A shall be prepared as follows:

(a) Daily entries on this report shall be made by investigating officers no later than the start of the next working day.

(b) To eliminate duplication of statistics, only the primary investigating officer, or officer most involved in investigation activities (including investigation assists), shall report activity in the Activity counts boxes (Section A). Counts taken for investigation assistance shall be listed only if an investigator actively participates in the investigation process.

(c) Personnel will record their activity on the CHP 393A in the corresponding boxes for a given date. Time associated with these activities shall be recorded in Section B using tenths of an hour.

1 Misdemeanor/Felony Investigations. List only the number of misdemeanor/felony investigations initiated, respectively. An investigation count shall only be taken by the primary investigator when a case number is issued or assigned. Only one investigation count shall be recorded for each case opened.

2 Investigation Assists. List the number of investigation assists provided to others by Division SSIs. An investigation assist activity count shall be taken only by the primary assisting investigator. Other investigators that assisted will only record their time under Investigation Assists in Section B on their CHP 393As. The following may be included under Investigation Assists:

a Interviewing witnesses, coordinating with district attorneys, and filing summary reports for involved agencies.

b Other activities directly related to a criminal investigation or the coordination of prosecution of a criminal matter.

c An investigator's involvement in any prolonged assist activity shall be explained in the remarks section of the CHP 100.

3 Misdemeanor/Felony Arrests. List the number of misdemeanor or felony physical in-custody arrests made by Division SSIs. Booking slips and Department of Justice 8715 forms will be required to support a count in this category.

4 Other Arrests. List all other misdemeanor or felony physical in-custody arrests made by Division SSIs.

5 Complaint Filed/Warrants. List the number of cases submitted for prosecution and subsequent arrest warrants issued. For those instances when a physical in-custody arrest is made without an arrest warrant and the district attorney declines to issue a criminal complaint, no count would be taken in this category.

6 Surveillances. List the number of separate surveillance operations conducted by Division SSIs.

7 Crime Scene Investigations. List the number of crime scene investigations conducted by Division SSIs.

b. CHP 393B, Investigator Personnel Activity Summary. The CHP 393B, Investigator Personnel Activity Summary (refer to Annex D), shall be completed each quarter to summarize the activity of Division SSIs. Divisions shall maintain a copy of the completed CHP 393B for two years, plus current. The CHP 393B contains the following information:

- (1) Section A consists of all Division SSIs' activity, as depicted on the CHP 393A.
- (2) Section B consists of all Division SSIs' activity hours devoted to program activities, as depicted on the CHP 393A.
- (3) Comments section may be used to report additional information.

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ANNEX A

CHP 393, SAFETY SERVICES INVESTIGATOR TRAINING PLAN

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL SAFETY SERVICES INVESTIGATOR TRAINING PLAN CHP 393 (Rev 12-12) OPI 029		DIVISION Protective Services Division	YEAR 2014
TRAINEE'S RANK AND NAME Officer Matthew A. Nelson	DATE 04/14/2014	TRAINER'S RANK AND NAME Officer Noah Hawkins	DATE 04/14/2014
<i>Investigative tasks to be explained, demonstrated, or performed. Trainer places the date and initials in the appropriate box.</i>			
	E	D	P
Role and responsibilities of Safety Services Investigator (SSI)	6/15/13 NH	6/15/13 NH	
Division Safety Services Investigation Program (SSIP) standard operating procedures			
Division SSIP supervisor's roles and responsibilities			
Area Safety Services Officer role and responsibilities			
EOSS Section role and responsibilities			
Knowledge of HPM 100.70, Chapter 6 (SSIP) and Chapter 7 (CSI)			
Criminal complaint filing procedures for Safety Services Program (SSP)-related cases			
Local district attorney/court procedures			
Criminal enforcement codes related to SSP-related investigations			
Crime scene investigation procedures (identify, collect, and process physical evidence)			
Arrest warrant procedures (816 P.C. and 817 (a) P.C. requirements)			
Obtaining and executing search warrants			
Warrant service team requirements and procedures			
Officer safety protocol (executing search/arrest warrants; plain clothes operations, etc)			
Off-duty call out and overtime operations procedures			
Covert/surveillance procedures	7/12/13 NH	7/12/13 NH	7/13/13 NH
Operation of undercover vehicles			
Case management procedures			
Interview/interrogation techniques			
Information mining (criminal databases, open sources, Lexis Nexis, etc.)	9/17/13 NH		
Investigative video and audio equipment			
Investigator communications procedures (call signs, 2-way radio phones, etc.)			
State Crimes Automated Reporting System (SCARS) and STD. 99 form			
TRAINEE'S SIGNATURE	DATE	4/13/14	
TRAINER'S SIGNATURE	DATE	4/13/14	
TRAINEE'S SIGNATURE	DATE		
TRAINER'S SIGNATURE	DATE		

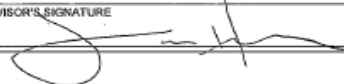
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COMMENTS

Officer Nelson demonstrated a thorough understanding of proper surveillance procedures.

SUPERVISOR'S SIGNATURE



DATE

4/15/14

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ANNEX B

CHP 393C, SAFETY SERVICES OFFICER TRAINING PLAN

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		DIVISION		YEAR
SAFETY SERVICES OFFICER TRAINING PLAN		Protective Services Division		2014
CHP 393C (New 12-12) OPI 029				
TRAINEE'S NAME	DATE	TRAINER'S NAME	DATE	
Officer Matthew A. Nelson	04/14/2014	Officer Noah Hawkins	04/14/2014	
<i>Investigative tasks to be explained, demonstrated, or performed. Trainer places the date and initials in the appropriate box.</i>				
		E	D	P
Role of Safety Services Officer (investigative duties and non-enforcement Safety Services Program (SSP) duties)				
Knowledge of Area SSP standard operating procedures		5/15/13 NH	5/18/13 NH	
Knowledge of Area SSP/Safety Services Investigation Program (SSIP) supervisor's role and responsibilities				
Knowledge of call out procedures for Division SSIs				
Role/information available from Emergency Operations and Safety Services Section				
Knowledge of HPM 100.70				
Criminal complaint filing procedures for SSP-related cases				
Local district attorney/court procedures		9/15/13 NH		
Criminal enforcement codes related to SSP-related investigations				
Officer safety protocol (executing search/arrest warrants, plain clothes operations, etc)				
Interview/interrogation techniques				
Off-duty call-out and overtime operations procedures				
700 codes for CHP 415 activity reporting				
STD. 99 reporting requirements		8/12/13 NH	8/13/13 NH	8/14/13 NH
Knowledge of Workplace Violence Prevention Program				
Knowledge of Crime Prevention and Security Program				
Knowledge of Emergency Preparedness Program				
Knowledge of State Crimes Automated Reporting Systems (SCARS) and STD. 99 form				
Area specific task:				
Area specific task:				
Area specific task:				
TRAINEE'S SIGNATURE		DATE	4/13/14	
TRAINER'S SIGNATURE		DATE	4/13/14	
TRAINER'S SIGNATURE		DATE		
TRAINER'S SIGNATURE		DATE		

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COMMENTS

Officer Nelson successfully completed three STD. 99's in one day.

SUPERVISOR'S SIGNATURE



DATE

4/15/14

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ANNEX C

CHP 393A, INVESTIGATOR PERSONNEL ACTIVITY

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INVESTIGATOR PERSONNEL ACTIVITY CHP 393A (8-99) OP1 011																																			
		NAME AND I.D. NUMBER Matthew A. Nelson #20146										DIVISION Protective Services Division										MONTH/YEAR April 2014													
SECTION A ACTIVITY	DATE																															MONTHLY TOTALS			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Misdemeanor investigations				1																															1
Felony investigations																																			
Investigation assists																																			
Misdemeanor arrests																																			
Felony arrests						1																													1
Other arrests																																			
Complaints filed/warrants																																			
Surveillances																																			
Crime scene investigations																																			
SECTION B																																			
ACTIVITY HOURS																																			
Misdemeanor investigations																																			5.0
Felony investigations																																			
Investigation assists																																			
Misdemeanor arrests																																			
Felony arrests																																			
Other arrests																																			
Complaints filed/warrants																																			
Surveillances																																			
Crime scene investigations																																			
MONTHLY TOTALS																																			
																																			6.0
																																			3.0

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ANNEX D

CHP 393B, INVESTIGATOR PERSONNEL ACTIVITY SUMMARY

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL		DIVISION	MONTH/YEAR
INVESTIGATOR PERSONNEL ACTIVITY SUMMARY		Protective Services Division	April 2014
CHP 393B (Rev. 8-96) OPI 011			
A.	ACTIVITY SUMMARY	CURRENT QUARTER	YEAR-TO-DATE
			CURRENT YEAR PRIOR YEAR
	Misdemeanor investigations	6	30 120
	Felony investigations		
	Investigation assists		
	Misdemeanor arrests	3	8 35
	Felony arrests		
	Other arrests		
	Complaints filed/warrants		
	Surveillances		
	Crime scene investigations		
B.	ACTIVITY HOURS		
	Misdemeanor investigations	30	150 600
	Felony investigations		
	Investigation assists		
	Misdemeanor arrests	9	24 105
	Felony arrests		
	Other arrests		
	Complaints filed/warrants		
	Surveillances		
	Crime scene investigations		
	Overtime		
COMMENTS (USE REVERSE FOR ADDITIONAL COMMENTS)			
Officer Nelson's rapid response to service calls has led to multiple misdemeanor arrests.			
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