

CHAPTER 1
ADMINISTRATION
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CHAPTER 1

ADMINISTRATION

1. GENERAL.

a. Overview. The Departmental Detective Program (DDP) Manual provides guidance and directives to Divisions and Area commands for conducting in-depth investigations of complex crimes that occur within California Highway Patrol (CHP) jurisdictional responsibilities.

Through the DDP, the Department will provide the highest quality complex criminal investigative services for cases requiring specialized skills and training. Such complex criminal investigations may include, but are not limited to, homicides or deaths involving suspicious circumstances, shootings, sexual assaults, violent crimes resulting in serious injury, armed robberies, kidnappings, burglaries (when suspect information is available), and vehicular homicides.

The DDP also establishes policy and training requirements for DDP personnel, which will be administered through the Division Investigative Services Units (ISU).

b. Mission. The mission of the DDP is to provide highly trained investigators within each field Division, which will enhance the Department's investigative ability and provide a higher level of service to the people of California. This will be accomplished by the following:

- (1) Providing specialized training to uniformed employees selected to the DDP, which will enhance their investigative abilities and service to the public.
- (2) Establishing guidelines for DDP personnel to maintain a high level of knowledge, skills, and abilities (KSA) related to complex criminal activity.
- (3) Deploying a sufficient number of Division detectives who are capable of investigating complex crimes in a professional, thorough, and efficient manner.
- (4) Establishing and maintaining professional relationships between field Divisions and allied agencies to ensure best practices and service delivery to the public are maintained.

2. POLICY. Consistent with the mission of the CHP, the DDP was established and developed to provide for the administration of investigative law enforcement services within CHP jurisdictional responsibilities according to standards established by the

Commission on Peace Officer Standards and Training (POST) related to complex criminal investigations.

- a. Jurisdictional Responsibility. Where the Department has jurisdictional responsibility for a crime committed, a thorough investigation shall be conducted by properly trained departmental personnel. In cases where an allied agency has mutual interest in an investigation, jurisdiction should be determined on a case-by-case basis with approval of the Division commander.
- b. Memorandum of Understanding. The Department will honor any existing Memorandum of Understanding (MOU) with an allied agency for services rendered within CHP jurisdictional responsibilities and modify the MOUs as requested or required. If an allied agency elects to no longer participate in an MOU, the Department will reassume jurisdictional responsibility.
- c. Allied Agency Assistance. Division ISU coordinators and Division investigative sergeants should develop professional working relationships with allied agency detective or investigative personnel. This will help facilitate investigative support in cases where departmental or allied agency resources are limited.

3. PROGRAM MANAGEMENT.

- a. Assistant Commissioner, Staff. Under the direction of the Commissioner, the Assistant Commissioner, Staff (ACS) exercises operational control of the DDP. Through Enforcement and Planning Division (EPD), with the assistance of Field Support Section (FSS), ACS ensures the DDP is properly funded and personnel are properly equipped and trained.
- b. Enforcement and Planning Division. Under the direction of ACS, EPD provides recommendations and advice to the members of Executive Management regarding the management and administration of the DDP.
- c. Field Support Section. As the Office of Primary Interest for the DDP, FSS is directly accountable to EPD for establishing policy and guidance for the implementation of the DDP. Field Support Section advises EPD on all matters related to the DDP and provides advice and assistance to field Divisions regarding management and administration of the program.

4. FIELD DIVISION MANAGEMENT.

- a. Field Division Commanders. Field Division commanders will assume overall management and control of the DDP within their respective Divisions. Divisions will have autonomy over matters such as Standard Operating Procedures (SOP),

deployment, staffing, and selection criteria to ensure the individual needs of the Divisions are met. The ISU Coordinator shall manage the DDP within the Division and act as a liaison between FSS and Division detective personnel.

b. 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 Division detective personnel. The ISU coordinator acts as a liaison to Areas within the Division. In addition, the ISU coordinator is responsible for the following:

- (1) Select and assign an appropriate Division investigative supervisor to provide overall supervision of the Division DDP.
- (2) Implement SOPs for investigating and filing criminal cases referred to DDP personnel from Areas or assigned directly to DDP personnel by Division.
- (3) When applicable, coordinate investigations with appropriate federal, state, or local law enforcement agencies to avoid duplication of work to ensure deconfliction.
- (4) Establish MOUs and/or contracts with allied agencies or the Department of Justice for forensic and crime scene processing services.
- (5) Request assistance from Division Multidisciplinary Accident Investigation Teams to process a major crime scene investigation considered beyond the scope of training and expertise of the DDP.
- (6) Establish procedures for Division managerial and supervisory review (initial and final) of investigative reports completed by DDP personnel.
- (7) Establish procedures for the development and maintenance of informants related to DDP investigations consistent with existing policy.
- (8) Implement Division detective on-call/call-out procedures and overtime approval procedures.
- (9) Establish selection criteria based on standards established in this manual and assignment of new DDP personnel.
- (10) Implement an initial training plan for new Division detective personnel and a recurring training plan for current Division detective personnel (refer to Chapter 3, Training, Orientation, and Activity Reporting, of this manual). Ensure all detective training is properly entered into the Employee Training Record System.

(11) Provide a brief overview to FSS of any major investigation involving multijurisdictional coordination of intradepartmental investigations, high-profile investigations, and/or newsworthy investigations. The overview may be reported via telephone, e-mail, or Communications Network message (refer to Chapter 4, Investigations and Crime Reporting, of this manual).

c. Division Investigative Sergeants. Division investigative sergeants are directly accountable to their respective ISU coordinator for the implementation of the DDP and supervision of Division detective personnel. A Division investigative sergeant may also serve as a Division safety services program investigator supervisor and/or vehicle theft supervisor. Other responsibilities include:

- (1) Ensure Division detectives are properly trained and equipped to investigate complex criminal cases.
- (2) Conduct initial screening of all DDP-related criminal cases and assign a primary detective who possesses the appropriate training and expertise to successfully handle the investigative case to conclusion.
- (3) Maintain sufficient knowledge of ongoing DDP-related cases and provide the ISU coordinator with regular updates on the status of open cases.
- (4) Maintain a sufficient level of training directly related to the supervision of detective personnel and complex investigation case management (refer to Chapter 3 of this manual).

d. Division Detectives. Division detectives are officers who are directly accountable to Division investigative sergeants for investigating complex crimes occurring within CHP jurisdictional responsibilities. Other responsibilities include:

- (1) Maintain a level of proficiency to independently investigate complex criminal activity that occurs within CHP jurisdictional responsibilities.
- (2) Conduct and/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.
- (3) Assist allied agencies with nondepartmental investigations when requested and authorized by the Division commander or designee.
- (4) Provide initial training to new Division detective personnel.
- (5) Provide training to Area level personnel related to criminal investigations/trends when requested and authorized by the ISU coordinator.

e. Area Commanders. Area commanders are directly accountable to the Division commander for establishing and managing Area personnel who have been selected to the Division Detective Associate Program (refer to Chapter 2, Operational Policies, Procedures, and Equipment, of this manual). Area commanders shall develop SOPs for investigators and beat officers responding to complex crimes occurring within CHP jurisdictional responsibilities which may require the use of Division detective personnel.

5. DEFINITIONS.

a. Local Law Enforcement Agency. Local law enforcement agency means the city police department within an incorporated city's jurisdiction or the county sheriff's department in unincorporated areas.

b. Institute of Criminal Investigation. The Robert Presley Institute of Criminal Investigation (ICI) is an academic program administered by the California Commission on POST. The ICI core, foundation, and investigative elective courses provide training to law enforcement personnel enabling them to perform criminal investigations in numerous specialties. The ICI courses provide current, standardized, professional, and nationally recognized training to law enforcement personnel. Through ICI, law enforcement personnel can attain "detective" training. The POST ICI courses and detective training requirements can be viewed at www.post.ca.gov.

c. Division Investigator. Uniformed employees working in a vehicle theft assignment, or other departmental investigators not assigned to the DDP, will be Division investigators for purposes of this manual.

d. Division Detective. Investigators that have obtained ICI detective certification, received "detective" certification from EPD, are working in an investigator assignment, and have received Division commander approval may work under the title "detective." All persons performing work duties as a CHP detective are subject to the requirements of this manual.

e. Plain Clothes Operations Attire. Uniformed employees actively engaged in an assignment or operation that dictates the need for plain clothes attire as a tool to "blend in" with the population of that particular Division.

f. Undercover Operations Attire. Uniformed employees actively engaged in an assignment or operation that dictates the need for undercover attire as a tool to "blend in" with the criminal population of that particular Division.

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