



TYLER POLICE DEPARTMENT

GENERAL ORDER: 02.300

	INVESTIGATIVE DIVISION	
	EFFECTIVE DATE: 07-01-1993	
	REVISED DATE: 01-06-2017	
CALEA STANDARDS: <u>11.1.1</u>; <u>12.1.2</u>; 17.2.2		

02.301 INVESTIGATIVE DIVISION COMMANDER – [CALEA Standard: 17.2.2]

- A. The Investigative Division Commander / Assistant Chief will be directly responsible to the Chief of Police for:
1. The effective operation of the Investigative Division and the professional conduct of the personnel assigned.
 2. Evaluating the performance of division programs, Investigative Division Lieutenant, and regularly reporting to the Chief of Police.
 3. Managing and controlling the Police Department Forfeiture fund accounts.
 4. Preparing and administering applicable sections of the Police Department Budget.

02.302 INVESTIGATIVE DIVISION LIEUTENANT

- A. The Investigative Division Lieutenant will be directly responsible to the Investigative Division Commander / Assistant Chief for:
1. The effective operation of the Investigative Division and the professional conduct of the personnel assigned.
 2. Evaluating the performance of division programs, unit supervisors, unit investigators / personnel, and regularly reporting to the Investigative Division Commander / Assistant Chief.
 3. Reviewing all annual evaluations submitted by the Crimes Against Persons Unit Sergeant, Youth Crimes Unit Sergeant, Vice and Narcotics Unit Sergeant, and Property Crimes Unit Sergeant prior to submitting the reports to the Investigative Division Commander / Assistant Chief.

02.303 CRIMES AGAINST PERSONS

- A. The Crimes Against Persons Unit Sergeant will be directly responsible to the Investigative Division Lieutenant for:

1. Reviewing reports and evaluating the performance of personnel assigned to the Crimes Against Persons and Crime Scene Units.
 2. Supervising and coordinating the work of all subordinates and ensure that all subordinates receive training pertinent to their work.
 3. Making oral or written reports to the Division Lieutenant and / or Division Commander on the progress of major cases and other appropriate matters.
 4. Maintaining year to date case assignment and clearance statistics; ensuring that the most efficient methods are used in assigning, working, and clearing cases.
 5. Overseeing the sex offender registration program.
 6. Supervising and coordinating the work of the Crime Victim / Witness Assistance Liaison.
 - a. The duties associated with the Crime Victim / Witness liaison with the Smith County DA office and shall comply with the requirements of [Chapter 56 of the Code of Criminal Procedures](#) and [General Order 08.100](#).
- B. The Investigators assigned to the Crimes Against Persons Unit will be directly responsible to the Unit Sergeant for:
1. The proper investigation of all assigned cases, including apprehension of the offender, collection of evidence, recovery of property and preparation of the case for prosecution.
 2. Remaining familiar with known suspects and their patterns of operations.
 3. Making oral and written status reports to the Unit Supervisor on each case assigned.
 4. The investigator assigned to register sex offenders shall enter information and maintain all records in the required database pursuant to the requirements of the law.
- C. The Crime Scene investigators will be directly responsible to the Crimes Against Persons Unit Sergeant for:
1. Obtaining, classifying and identifying fingerprints obtained by the Department.
 2. Taking photographs when directed; of traffic accidents scenes, suspects and other subject matter as assigned.
 3. The upkeep of all equipment used for the obtaining/processing of physical evidence.
 4. Process crime scenes as required.
 5. Processing of prisoners and non-prisoners.
 6. Processing sexual offenders.
- D. The Crime Scene technician will be directly responsible to the Crime Against Persons Unit Sergeant for:
1. General office functions.
 2. Typing and filing of all documents to include but not be limited to fingerprint records, correspondence, clearance letters, activity reports, case reports, and other reports as necessary.
 3. Evidence processing and photographing in the office or at crime scenes.
 4. Other duties as assigned.

02.304 VICE AND NARCOTICS UNIT

- A. The Vice and Narcotics Unit Sergeant will be directly responsible to the Investigative Division Lieutenant for:
 - 1. The direct supervision and control of all personnel assigned to the unit and the proper investigation of all cases within that unit.
 - 2. Equipping, scheduling, training, and evaluating personnel assigned to the unit.
 - 3. Making oral and written reports to the Division Lieutenant and / or Division Commander on major cases and other appropriate matters.
 - 4. Maintaining year to date case assignment and performance statistics, ensuring that the most efficient methods are used in performing assigned tasks.
 - 5. Completing an annual evaluation of the effectiveness of the FBI Transnational Organized Crime (Hybrid) Task Force.

- B. The Investigators assigned to the Vice and Narcotics Unit will be directly responsible to the Vice and Narcotics Unit Sergeant for:
 - 1. The proper investigation of all assigned cases, including apprehension of the offender, collection of evidence, recovery of property and preparation of the case for prosecution.
 - 2. Remaining familiar with known suspects and their patterns of operations.
 - 3. Making oral and written status reports to the Unit Sergeant on each case assigned.

02.305 YOUTH CRIMES UNIT

- A. The Youth Crimes Sergeant shall be responsible to the Investigative Division Lieutenant for:
 - 1. Directly supervising all investigators assigned to the unit and the proper investigation of all cases within that unit.
 - 2. Coordinating with the Training Unit to ensure that subordinates receive training pertinent to their assignment and for career development.
 - 3. Making oral and written reports to the Investigative Division Lieutenant and/or Division Commander on major cases and other appropriate matters.
 - 4. Maintaining year to date case assignment and performance statistics, ensuring that efficient and innovative methods are used in performing assigned tasks.
 - 5. Providing support to the Beat Officers as required.
 - 6. Coordinating with the Community Response Unit Lieutenant to develop and submit and annual evaluation of all youth crime prevention programs.
 - 7. Overseeing the Crimestoppers Program.
 - 8. Supervising the Department's Criminal Intelligence Officer.

- B. Officers assigned as Youth investigators, Intelligence officer, and Forgery / Identity Theft investigators shall be responsible to the Youth Crime Sergeant for:
 - 1. Properly investigating all assigned cases, including apprehension of the offender, collection of evidence, recovery of property, and preparation of the case for prosecution.
 - 2. Keeping personnel informed of known suspects and their methods of operations.
 - 3. Making oral and written status reports to the Youth Crime Sergeant on each case assigned.
 - 4. Developing and fostering relationships within the community.
 - 5. Provide support to the Beat Officer as required.

6. Maintaining an open exchange of information with the other Investigators and all other Officers.
 7. The investigator assigned as Intelligence officer will serve as the primary dissemination point of criminal intelligence information inside and outside the department and will maintain the confidentiality of the intelligence files. The Intelligence officer will verify the intelligence information to ascertain validity and that the information is related to criminal conduct. At least annually, the Intelligence officer will review the information kept in the intelligence file and purge out of date or non-essential information. Purged information will be documented through the chain of command.
- C. The Crimestopper Coordinator shall be responsible to the Youth Crime Sergeant for:
1. Collecting, analyzing, and disseminating Crimestopper information and coordinating Crimestopper events and activities.
 2. Completing reports as required and providing oral and written status reports to the Youth Crime Sergeant as necessary.
 3. Performing other related duties as specified by the Youth Crimes Sergeant.

02.306 PROPERTY CRIMES UNIT

- A. The Property Crimes Unit Sergeant will be directly responsible to the Investigative Division Lieutenant for:
1. Supervising investigators assigned to the Property Crimes Unit, including line inspections and case assignments.
 2. Supervision of the North Substation and all its activities.
 3. Monitoring of cases assigned to investigators and intermittent follow up inquiries to with victims for quality checks.
 4. Regular updates to other units within the department of increasing or ongoing crime trends.
 5. Completing an annual evaluation of the effectiveness of the Auto Theft Task Force.
- B. Investigators assigned to the Property Crimes Unit are directly responsible to the Property Crimes Sergeant for:
1. The completion of assigned investigations and follow up cases.
 2. The immediate contact with the victims of crimes when cases are assigned and periodic follow up contacts to advise the victim the status of their case.
 3. Close cooperation with the District Attorney's office to ensure the successful prosecution of cases.
 4. The fair and impartial treatment of all victims, witnesses, and suspects.
 5. The utilization of new and innovative means to eliminate ongoing crime.
 6. The notification of the unit supervisor when crime trends or problems are identified.

02.307 COMMUNITY RESPONSE UNIT

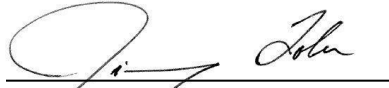
- A. The Community Response Unit Lieutenant will be directly responsible to the Investigative Division Commander / Assistant Chief for:
1. Developing and fostering community relationships in the City.

2. Establishing goals for the unit, coordinating the activities of the unit and evaluating the performance of the Sergeants assigned to the unit.
 3. Preparing and administering applicable sections of the Police Department budget.
 4. Advising oncoming supervisors of all facts and conditions relative to police business to facilitate the continuity of operations.
 5. Ensuring that the goals of the Department and the Division are being achieved.
 6. Overall direction of the Community Policing efforts of the unit to include:
 - a. Scheduling of assigned personnel.
 - b. Reviewing all identified problems and responding to requests for assistance.
 - c. Serving as a resource for subordinates.
 7. Overseeing the supervisors of the Bicycle Team and the Community Response Unit.
 8. The direct supervision and control over the Property and Evidence Custodian(s) / specialists.
 9. Ensuring that periodic audits and inspections of the Property and Evidence Unit are performed as required.
 10. Supervising and coordinating the work of the CRO Secretary.
- B. The Community Response Unit Sergeant will be directly responsible to the Community Response Unit Lieutenant for:
1. Responsibilities for all Police services in their assigned officer's beat or area.
 2. Developing and fostering community relationships in the City of Tyler.
 3. Supervising Community Response Officers and conducting line inspections at regular intervals.
 4. Ensuring that the goals of the Department are being pursued.
 5. Preparing and administering applicable sections of the Police Department budget.
 6. Coordinating the assigned Community Response Officer's participation in the Department's Community Policing efforts.
- C. Community Response Officers will be responsible to the Community Response Unit Sergeant for:
1. Cultivating and enhancing community relations within their assigned district / beats in support of patrol officers.
 2. Administering Department crime prevention programs in assigned beats.
 3. Establishing, coordinating, and attending Neighborhood Watch programs in assigned districts and beats.
 4. Maintaining a liaison with other human relations agencies and community groups in the City.
 5. All other responsibilities as may be required of officers assigned to the Patrol Division.
- E. The secretary assigned to the Community Response Unit will be responsible to the Community Response Unit Lieutenant for:

1. Providing general clerical support to the Community Response Unit and assisting in the scheduling of events directly related to the crime prevention programs of the department.
 2. Other duties as assigned by the Unit Lieutenant.
- H. The Bicycle Team Sergeant will be directly responsible to the Community Response Unit Lieutenant for:
1. Making recommendations for the selection and dismissal of officers to the Bicycle Team.
 2. Equipping, scheduling, training, and evaluating officers assigned to the Bicycle Team.
 3. Coordinating with the Training Unit the scheduling of schools for the assigned officers that will enhance the quality of the Bicycle Team.
 4. Evaluating and reporting on the achievements, problems, and status of the Bicycle Team.
 5. Preparing and administering applicable sections of the Police Department budget.
 6. To coordinate with the Training Unit for submission of lesson plans pursuant to [General Order 09.107](#).
- I. Bicycle Team Officers will be directly responsible to the Bicycle Team Sergeant for:
1. Directing their efforts to carrying out the basic functions of the Police Department; include the protection of life and property, maintenance of public order, prevention of crime, response to emergency situations, arrest of violators of the law, and proper enforcement of all laws and ordinances within the officer's jurisdiction.
 2. Patrolling assigned districts / beats and making inquiries and inspections oriented towards the prevention of crimes and accidents.
 3. Enforcing the laws of the State of Texas and the City of Tyler relating to criminal acts and traffic violations.
 4. Investigating all crimes and traffic accidents assigned.
 5. Passing on all information to assigned relief that would facilitate the continuity of operations.
 6. Participating in the Community Policing Program by:
 - a. Familiarizing themselves with the boundaries of the beats.
 - b. Being alert to the needs of the individuals and businesses located within the beats by developing and fostering relationships in the community.
 - c. Assist in identifying and defining specific problem areas in the beats.
 - d. Developing effective, innovative, and creative techniques to identify and eliminate problems in a pro-active approach in the beats while utilizing all available resources.
 7. Making recommendations to the Bicycle Team Sergeant for utilization of the Bicycle Team.
- J. The Property and Evidence Custodian(s) / Specialist will be directly responsible to the Community Response Unit Lieutenant for:
1. Maintaining all property held by the Department.

2. Disposition of property held by the Department in accordance with legal requirements.
3. Maintenance and upkeep of the property storage facilities including: lockers, storage bins, etc.

Approved: 01-06-2017



Jimmy Toler
Chief of Police