

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE April 15, 2021	EFFECTIVE DATE April 15, 2021	No. 003-21
SUBJECT: GENERAL ORDER Criminal Investigation Section		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE: NYSLEAP 40.3, 50.1, 55.5			RESCINDS 003-17

Purpose: To define the organizational structure and investigative responsibilities of the Criminal Investigation Section (CIS).

Policy: CIS will investigate crimes as outlined in this order and will serve as a resource for all bureaus within the Monroe County Sheriff's Office (MCSO). Members will be responsible for knowledge of and adherence to procedures as set forth in the Criminal Investigation Manual.

Definition: Investigative Task Force - An investigative method in which the resources and personnel of other law enforcement agencies are made available to the Sheriff's Office, or when Sheriff's Office resources and personnel are made available to other law enforcement agencies, on an on-going basis, to address a series of similar crimes or events.

I. Organizational Structure

A. The Captain assigned to CIS will be designated by the Sheriff and is responsible for the overall administration of the CIS and the proper completion of every investigation assigned to the section. During the absence of the Captain, the Lieutenant assigned to CIS will assume responsibility for the section.

B. The CIS will be organized as follows:

1. Major Crime/Impact Unit
2. Economic Crime Unit
3. Digital Forensics Unit
4. Monroe Crime Analysis Center (MCAC)
5. Child Exploitation Task force
6. Fire Investigations Unit
7. Surveillance Unit
8. Technical Services Unit
9. Statewide Automatic Biometric Identification System (SABIS)
10. Licensing and Compliance Unit
11. Sex Offender Coordinator
12. Firearms Investigations Coordinator
13. Pistol Permits Unit
12. Greater Rochester Area Narcotics Enforcement Team (GRANET)
13. Bias Crimes Unit

C. Command

1. The Captain is responsible for the overall operation and administration of the section.

2. The Lieutenant will oversee the daily operations of the section.
3. CIS Sergeants will be directly responsible for all field operations during their respective tours-of-duty. They shall be assigned responsibilities for specific units, squads or details as prescribed by the captain or other authorized designee.

D. Assignments & Schedule

1. The Chief Deputy will determine the overall operating hours of CIS. The primary operating hours will be from 0800 to 2300 hours Monday through Friday and 1000 to 1800 hours on Saturdays. The Captain or Major of Operations may assign members of CIS to applicable work hours that maximize personnel management.
2. Designated investigators shall carry a paging device and/or cell phone and be available for 24-hour call-in duty for response to the scene of any criminal investigation. Call-in requests should be initiated through the respective CIS unit supervisor or command officer.

II. Investigative Responsibilities of CIS

A. In accordance with **PBGO-015 Managing Criminal Investigations** investigators are responsible for conducting investigations of specified criminal activity. The below listed crimes and incidents shall be referred to the CIS for assignment:

1. Murder.
2. Manslaughter.
3. Criminally negligent homicide.
4. Fatal hit and run accidents.
5. Assault 1st and 2nd.
6. Aggravated assault upon a police officer.
7. Rape/Criminal Sexual Act
8. Kidnapping
9. Robbery
10. Grand Larceny 1st and 2nd.
11. Criminal Possession of a Weapon 1st.
12. Infant Fatality
13. Vehicular Manslaughter/Homicide
14. Major forgery and bad check cases.
15. Arson.
16. Major drug investigations.
17. Gambling offenses.
18. Sexual performance by a child.
19. Obscenity offenses.
20. Significant computer involved investigations.
21. Any investigation specifically assigned by the Sheriff, Undersheriff, Chief Deputy, Major of Operations or Captain.

* B. In the following investigations, where a minor is the victim and the suspect is 16 years of age or older, the assignment will be referred to an investigator. If the situation dictates an immediate response, the CIS Investigator Sergeant will be activated by a command officer/supervisor.

1. Rape
2. Criminal Sexual Act
3. Sex Abuse
4. Aggravated Sex Abuse
5. Endangering the Welfare of a Child (where sex abuse is a factor)

6. First and Second Degree Assault
- C. Upon notification, CIS personnel shall proceed to the scene of the crime or incident and upon their arrival:
 1. Assume complete responsibility for the investigation, but the overall control of the crime scene shall rest with the highest-ranking on-duty supervisor.
 2. Work closely with uniformed command officers and personnel to ensure that a proper investigation is conducted, necessary notifications are made and proper procedures are followed.

III. Responsibilities of CIS Personnel

- A. All members of CIS are responsible for the prompt submission of criminal and administrative reports to their immediate supervisor.
- B. All members of CIS will ensure that uniformed personnel are alerted or informed of any investigative actions in areas where a crime or crimes are suspected to occur. Uniformed personnel shall be informed of known or suspected criminals who may be operating within their districts, unless such disclosures would hamper an investigation. Complete cooperation must exist between units.

IV. Investigative Task Force

- A. An Investigative Task Force will be used at the direction of the captain assigned to CIS with the approval of the Major of Operations, Chief Deputy, Undersheriff and Sheriff.
- B. An agreement among all involved agencies may be generated by the participating agencies addressing personnel, resources, reporting, accountability, evaluation, and any other pertinent areas, if such agreement is deemed appropriate.
- C. The Captain will define the purpose for using a task force and the responsibilities of each employee assigned to the task force.
- D. Personnel assigned to the Sheriff's Office task force will be accountable to the designated Sheriff's Office supervisor(s) and will conduct the investigation according to accepted procedures.
- E. MCSO personnel assigned to other agency task forces will be responsible to that agency, in addition to their Sheriff's Office supervisor. Conflicts between procedures and duties of the task force and Sheriff's Office policy and procedure will be brought to the attention of the appropriate MCSO CIS supervisor.
- F. All resources of the MCSO will be made available to the task force upon the direction of competent authority.
- G. The captain will evaluate the effectiveness of the task force after its purpose is satisfied or, if an on-going endeavor, at least quarterly to determine the appropriateness of continued participation.

V. Specific Duties and Responsibilities

- A. The Captain shall:
 1. Be responsible for the overall operation of CIS.

2. Prepare the annual report for CIS.
3. Be responsible for evaluating the overall efficiency of CIS and taking necessary steps to improve same.
4. Work closely with the Patrol Division command staff on matters of mutual concern.
5. Maintain records pertaining to seizures of property and money.
6. Pre-approve requests for the expenditure of undercover funds exceeding five-hundred dollars.
7. Complete appropriate monthly statistical reports.
8. Establish annual goals for the section. These goals will be reduced to written form, contain a short overview of realistic expectations for the section and will be provided to all members of CIS.
9. Establish liaison with the various investigative, prosecutorial and judicial branches within the jurisdiction of the Sheriff's Office (i.e., Public Safety Laboratory, District Attorney's Office, law enforcement agencies, etc.) and attempt to meet biannually with representatives of those agencies to address areas of mutual concern.
10. Respond to requests for information and work closely with the Public Information Officer to coordinate the release of information to the media.

B. The Lieutenant shall:

1. Be held jointly responsible with the captain for the proper condition and appearance of the CIS office space, equipment, files, logbooks and personnel assigned, and conducting monthly inspections to ensure compliance.
2. Assist the captain in the preparation of the CIS annual report.
3. Assist the captain in reviewing and maintaining the department criminal intelligence system as mandated by **MBGO-050 Intelligence Gathering and Dissemination**.
4. Monitor performance and productivity levels of personnel on a regular basis.
5. Oversee the management of the CIS incident files. Monitor performance of on going coaching and counseling of deputies and investigators by supervising sergeants.
6. Be responsible for monitoring and assignment of all bias crime investigations.
7. Meet with each member of the section and their supervising sergeants on a semiannual basis to discuss career development, measure morale, performance levels, development of subordinates and work attitudes (including the formal performance evaluation process).
8. Act as the first-line review for annual performance evaluations of assigned deputies and investigators.
9. Prepare and submit annual evaluations for assigned sergeants.
10. Conduct or assign and assist supervising sergeants in the investigation and documentation of reports pertaining to personnel complaints.
11. Assist and coordinate with supervising sergeants to ensure sound case management practices. Review the management of CIS logbooks and reports to ensure proper tracking and management of cases.
12. Coordinate and plan periodic roll call training in concert with supervising sergeants.
13. Be responsible for the preparation of the biweekly payroll.

14. Be responsible for the proper dissemination and distribution of communications and materials to CIS personnel.
- * 15. Responsible for the maintenance of all equipment assigned to CIS in a state of operational readiness, to include cleaning, preventative maintenance, repair, workability and responsiveness.
16. Develop strategies for implementing annual goals as set forth by the Sheriff, reporting to the captain on a quarterly basis to measure the success or failure in meeting these goals.

C. Investigator/ Sergeant and CIS Sergeant shall:

1. Be responsible for the direct supervision of all CIS personnel under their command.
2. Instruct and assist investigators and deputies with their caseload whenever necessary.
3. Review all reports generated by members of CIS. Reports will be reviewed for accuracy, completeness, grammar and legibility.
4. Assign investigations for follow-up and monitor the progress of those investigations to ensure that they are completed in a timely manner.
5. Maintain the section timebook to ensure the proper recording of time used by employees. Schedule and approve vacation and compensatory time requests and prepare duty rosters.
6. Monitor their personnel regarding appearance and general conduct.
7. Complete annual performance appraisals of personnel under their supervision.
8. Monitor the use of overtime and approve all overtime requests.
9. Prepare annual report data for all units under their supervision.
10. Conduct periodic inspections of all personnel, office space and equipment under their supervision.
11. Submit unit goals annually or as directed by the captain.
- * 12. Manage investigative undercover fund safe (expenditures under five-hundred dollars).

D. Zone Administrative Sergeant shall:

1. Perform each of those functions as enumerated in the CIS Sergeant's Case Coordination Manual.
2. Formulate statistical reports through criminal analysis and forward to the appropriate command officers and affected units to assist in decision making relating to the proper deployment of personnel. Distribution of such reports shall be in accordance with provisions as outlined in the CIS Sergeants Case Coordination Manual. Information contained in these reports shall be utilized for the purpose of developing action plans regarding short and long-term operational objectives.

3. Assist in quality control (i.e., content, legibility, accuracy, etc.) of Standardized Incident Report (SIR) to ensure proper case management by acting as an advisor to patrol supervisors when additional work or information relating to follow-up investigations is required.
4. Enhance communication and exchange of crime information. This may be accomplished by coordinating the efforts of patrol personnel through roll call briefings, issuance of bulletins, channeling criminal intelligence information, actively seeking input of zone personnel and other department units to identify and develop appropriate remedial action.
5. Attend county-wide Crime Coordinator meetings as well as other appropriate, regularly scheduled meetings commenced for the purpose of sharing information relating to criminal activity to ensure the proper flow of criminal information into and out of the Sheriff's Office.
- * 6. Ensure Body Worn Camera (BWC) and Discovery material is submitted to the DA's Office.

E. Investigators and plainclothes deputies shall:

1. Conduct and complete all investigations assigned to them. They shall report the findings of investigations in writing and submit same per current directives.
2. Notify their supervisor of any serious crime or unusual occurrence.
3. Be held responsible for ensuring that correct procedures are followed when arrests are made, property is recovered or search warrants are executed.
4. Submit all search warrant applications for approval by a supervisor prior to execution.
- * 5. Maintain a complete road patrol uniform and duty belt, in the event of an emergency requiring CIS members to augment patrol.

By Order of the Sheriff,



Todd K. Baxter

*Indicates a significant change from the original and previously updated versions of this General Order.