

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

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE April 24, 2019	EFFECTIVE DATE April 24, 2019	No. 015-19
SUBJECT: GENERAL ORDER Managing Criminal Investigations		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE:			RESCINDS 015-05

Purpose: To familiarize members regarding policy and procedure relating to the Managing Criminal Investigations (MCI) process at the zone level.

Policy: The Monroe County Sheriff's Office (MCSO) will coordinate information, analyze crimes and patterns of criminal activity and efficiently manage criminal investigations for the purpose of reducing criminal activity.

I. Zone Personnel

A. Zone Captains shall:

1. Maintain operational control and managerial supervision over all criminal cases, excluding those cases that are referred to the Criminal Investigation Section (CIS).
2. Establish priorities to monitor criminal cases or incidents while providing input in order to enhance the MCI process. This will include, but not be limited to the analysis of crime data from field investigations, arrests, trends or identified crime patterns.
3. When appropriate, respond to major crimes and incidents in their area of responsibility, to ensure that the proper notifications and prescribed procedures are followed.
4. Assume responsibility for media relations regarding zone cases. This requirement shall not circumvent the responsibilities of the Public Information Officer, but will serve to create a professional relationship with media members.

B. Patrol Lieutenants shall:

1. Assist in monitoring criminal activity within the boundaries of their area of assignment.
2. Respond to and manage all major crimes or incidents in their area of responsibility to ensure compliance with proper notifications and police procedures.
3. Work in close harmony with the CIS and Patrol Sergeants to ensure that appropriate follow-up action is taken on all patrol investigations. Ensure that timely referrals and notifications are made in order to communicate information effectively.

C. Patrol Sergeants shall:

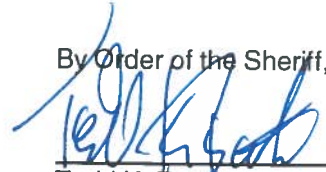
1. Maintain a close and continuous working relationship with the CIS Sergeant, particularly with regard to follow-up investigations assigned to members of their platoon.
2. Provide feedback to the CIS Sergeant as to the acceptance and success of those cases referred for follow-up investigation.
3. Ensure that members of their platoon appropriately complete assigned follow-up investigations.
4. Review all reports submitted by subordinates for accuracy, content, completeness, grammar and legibility.
5. Work in close cooperation with personnel in the field in managing criminal investigations, as well as other activities, to ensure that duties, orders and instructions are promptly and efficiently performed.
6. Render necessary assistance to subordinates in the preparation of case files.
7. Advise the CIS Sergeant of all crime trends, problems, particular methods of operation and persistent offenders that come to their attention.
8. Respond to all major calls in their zone during their tour-of-duty and ensure the communication of necessary information to the appropriate superior officers.

D. CIS Sergeants shall:

1. Perform each of those functions as enumerated in the CIS Zone Administrative Sergeant's Case Coordination Manual.
2. Establish and maintain investigative action files for the zone to ensure the proper flow of all criminal reports assigned and the timely completion of those reports. Reports include, but are not limited to, Case Assignment Database, Case Tracking Database, Warrant Control Database and Grand Jury Control File.
3. Oversee the Intelligence Unit/Field Intelligence Officer(s) (MCAC). MCAC is responsible for criminal data collection, crime pattern analysis and the distribution of investigator information as it pertains to criminal activity in Monroe County
4. 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 Sergeant's 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.
5. Attend weekly 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. Following initial review by first line supervisors, perform a secondary review in order to determine which crimes will be assigned for investigation by CIS (zone investigators) and which crimes will be assigned to uniformed personnel (modifying first line decisions when appropriate).
 7. Following initial review by first-line supervisors, perform a final review of all zone-generated felony arrest packages (exclusive of DWI) in order to ensure complete and appropriate content.
 8. Maintain a logging system designed to monitor and track those cases assigned to their respective zone investigators.
- * E. Zone Administrative Sergeants
1. 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.
 2. 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 and by actively seeking input of zone personnel and other department units to identify and develop appropriate remedial action.
 3. Act as the coordinator for the zone warrant file to ensure proper and expedient service of warrants of arrest.
 4. Make License Plate Reader (LPR) entries into the Vigilant Learn Server.
 5. Download video out of evidence.com onto a DVD/CD and send it over to the DA's Office with the arrest package.

By Order of the Sheriff,



Todd K. Baxter

* Indicates a significant change from the previous order.