



# MEMORANDUM

The City of  
**OKLAHOMA CITY**  
Police Department

TO: Operations Bureau & Communications Unit Supervisors

FROM: Johnny Kuhlman, Deputy Chief *JK.*  
Investigations Bureau

DATE: September 8, 2011

SUBJECT: Revisions of Call-Out Procedures for the Investigations Bureau

This is intended to advise all patrol officers and supervisors of changes in the call-out procedures and criteria for call-out of investigators after hours. It is important for uniformed supervisors to have the necessary information available to notify the correct "on call" supervisor for the appropriate unit(s). Investigations Bureau supervisors rotate on-call for a group of investigative units. Assaults, Homicide and Robbery supervisors rotate on-call together. Sex Crimes, Domestic Violence, Crimes Against Children and Missing Persons Unit supervisors rotate on-call together. Since personnel who respond to a call-out must be compensated, it is imperative on-call personnel be utilized appropriately. It is not necessary for uniformed supervisors to notify the on-call supervisor to merely give notification of the incident, such as a "heads-up" call. A significant incident report via department e-mail will be considered appropriate notification.

The on-call Lieutenant has the discretion to call out an investigator using his/her best judgment. All situations cannot be addressed in this memorandum. If a field supervisor believes there are special circumstances involved that warrant a scene investigation, please notify the applicable on-call Lieutenant and let him/her make that decision. The on-call Lieutenant does not make the decision to arrest or not to arrest a suspect. The decision to arrest is made by the officer and his/her supervisor based on probable cause, OCPD policy and appropriate municipal, state and federal law.

**The following procedures should be followed for after-hours call-out Investigators:**

- The patrol officer will contact their supervisor when they believe an investigator is needed on a call.
- The patrol supervisor will contact the officer or respond to the scene and use the attached criteria to decide whether or not to request an investigator and decide the type of crime that needs immediate investigation.
- The patrol supervisor will contact the dispatcher and request them to contact the appropriate on-call investigations supervisor. (If more than one crime is involved in the call, the most serious of the crimes will dictate which on-call investigations supervisor to contact.)
- The dispatcher will contact the appropriate on-call investigations supervisor and document this in the CAD system.
- In some cases, the investigations supervisor may contact the patrol supervisor for more details and discuss the need for an investigator.
- If justified, the investigations supervisor will call out an investigator(s).
- In cases involving department employees, where a call-out is required, the unit supervisor will respond with the on-call investigator(s).

DEFENDANT CITY'S  
EXHIBIT

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### ASSAULTS UNIT

Assaults personnel will respond to "LIFE THREATENING" injuries (generally serious to critical condition) when hospitalization is obviously required. In addition, investigators will respond to incidents when the immediate need for a detective is required to initiate investigative actions not usually performed by uniformed officers. In questionable cases, contact the on-call supervisor.

Assault cases involving department employees as a victim or suspect, where an assault has occurred, and the victim or suspect is admitted to the hospital.

### HOMICIDE

All homicides

All fire related deaths.

All accidental discharges of an officer's firearm resulting in an injury.

All officer involved shootings where an officer intentionally discharges his/her weapon at a person that may or may not have caused injury.

All suicides when a firearm is used. All suicides involving children 16 years of age and under.

All near fatal shootings, stabbings, etc., when the victim is on life support and/or not expected to live.

All questionable deaths and abductions, when foul play is suspected, and immediate follow-up is required.

Child Death Procedures: All medically unattended deaths of children under 13 (except traffic fatalities) will require a scene investigation by Investigations Bureau personnel. The on-call homicide supervisor will determine if Homicide Investigators or Child Abuse Investigators will respond, according to Investigations Bureau protocol.

### ROBBERY

Bank robberies or attempted bank robberies, to include Savings & Loans and Credit Unions.

Business robberies occurring during office hours (Monday – Friday from 8am to 4pm.)

Business robberies when shots are fired and/or the victim or suspect is injured during the robbery.

Robberies when the sum of money or property taken exceeds \$10,000 (excluding automobiles).

Robberies possibly linked to a serial robber.

Robberies or attempted robberies when a suspected explosive device is present at the scene (also notify the Bomb Squad).

Instances in which there is an immediate need for an arrest warrant or search warrant.

Attempted kidnapping (abduction) or kidnapping when an extortion demand has been made, the whereabouts of the victim is unknown and/or the evidence suggests the victim is injured or in danger.

Residential robberies when the victims are either bound or tied, shots are fired, the victim is handicapped or elderly, the suspect or victim is admitted to the hospital, and/or there is a necessity to begin a follow-up investigation immediately. (The on-call Robbery supervisor will base the decision on the totality of the facts provided about the incident.)

### **SEX CRIMES UNIT**

Instances in which there is an immediate need for an arrest warrant or search warrant.

The victim is unconscious, incapacitated or has significant injuries and will require hospitalization.

A 1<sup>st</sup> degree burglary occurred in order to commit the sex offense and the suspect is unknown.

Instances in which the sex offense is possibly related to a serial offender.

Kidnapping or attempted kidnapping when the victim did not know the suspect and the evidence suggests the motivation was sexual in nature.

A significant incident/high profile case involving a sex crime has occurred, and there is an actual crime scene and/or necessity to begin the follow-up investigation immediately.

Any sex crimes case involving a department employee, as a victim or suspect, which has been reported.

### **MISSING PERSONS UNIT**

Missing children under the age of thirteen and missing children who are so mentally and/or physically handicapped as to be in danger. Any call-out would be after initial responding officers have canvassed the neighborhood and residence of the child and relatives.

Elderly persons missing from homes, nursing homes, mental institutions, etc. Any call-out would be after initial responding officers have canvassed the area.

Any time the Mobile Command Post is activated for the express purpose of locating missing persons.

The Missing Persons Unit does not normally respond to call-outs involving runaway juveniles. However, the on-call Lieutenant can be contacted should unusual circumstances exist.

All missing persons' cases where foul play is suspected and physical evidence is present, to support the assumption injury or death has occurred, are the responsibility of the Homicide Unit.

### DOMESTIC VIOLENCE UNIT

All domestic related shootings/assaults, when life-threatening or critical injury has occurred, and hospitalization is obviously required.

Instances in which there is an immediate need for an arrest warrant or search warrant.

Any violation of the Domestic Abuse Act involving a significant incident/high profile case where there is a crime scene and a necessity to begin the follow-up investigation immediately.

Domestic abduction, where the victim has not been located, and an immediate follow-up investigation is required.

Any domestic violence case involving a department employee, as a victim or suspect, when a physical altercation has been reported.

### CHILD ABUSE UNIT

Instances in which there is an immediate need for a search warrant and/or an immediate need for a follow-up investigation.

The victim has serious bodily injuries.

There are multiple victims involved.

Any child abuse or sexual abuse case involving a department employee as a suspect has been reported.

Child Death Procedures: refer to Homicide criteria.

### WHITE COLLAR UNIT

Instances in which there is an immediate need for an arrest warrant or search warrant.

When items are found that could facilitate creation, publishing or manufacturing an identification document, identification card or credit cards. Such items may include a lamination machine, ID card maker, magnetic strip encoder, etc.

When it is determined a large amount of stolen or recovered property from a forgery or fraud is involved, when immediate follow-up investigation would result in recovery of significant amounts of stolen property; when suspects in multiple White Collar Crime investigations are traveling and/or mobile; organized criminals may be involved.

Bank examiner scams in progress.

Any "Pigeon Drop" or "Jamaican Switch" in progress.

A scam or fraud against the elderly or infirm, in progress, where there is a strong probability the victim will suffer a large monetary loss and there is a possibility of catching the suspect in the act.

It is also recommended if these acts occur and are fresh, the officer on the call should request approval to call in the report. This will help avoid delays in these types of cases.

**BURGLARY UNIT**

When it is determined a large amount of stolen or recovered property is involved (generally over \$50,000.00), when an immediate follow-up investigation would result in recovery of significant amounts of stolen property or apprehension of the suspects involved in multiple burglaries.

When there is an immediate need for help with a search warrant. Note: On duty supervisors need to be aware the courts will rarely authorize nighttime service for a property crime.

**LARCENY**

Call out criteria for the Larceny Unit will be the same as the Burglary and Metal Unit.

**METAL UNIT**

Call out criteria for the Metal Unit will be the same as the Burglary and Larceny Unit.

**AUTO THEFT**

Any time officers find themselves in a suspected "chop shop" situation where investigator expertise would be required.

When there is an immediate need for help with a search warrant involving auto theft situations. Note: On duty supervisors need to be aware the courts will rarely authorize nighttime service for a property crime.