

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.15	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-4D-22-2, 6C-19 P&P 8.21 G.O. 5.25	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 15, 2013	
CHAPTER: Security and Control	SUBJECT: Crime Investigation	

- I. **PURPOSE:** To establish a procedure for investigating crimes in the Detention and Corrections Division (D&C).
- II. **POLICY:** It shall be the policy of D&C to ensure the following:
- A. When the type or nature of the crime dictates, the Watch Commander will contact the Investigations Lieutenant at Eden Township Substation (ETS) and request an investigator. When the Investigations Lieutenant is not available, the Watch Commander will contact the ETS Watch Commander for investigative assistance.
 - B. In cases where an inmate is suspected of committing a new crime while incarcerated, searches will be conducted only when authorized by the facility Commanding Officer, unless immediate action is necessary. In such cases, the Commanding Officer shall be fully informed as soon as possible after the search.
 - C. When an inmate commits an act covered by criminal law, the case will be referred to the appropriate District Attorney's (DA) Office for consideration for prosecution.
- III. **PROCEDURE:**
- A. The following crimes will be investigated by deputies assigned to ETS Investigations upon notification and with the authorization of the Watch Commander:
 1. Felonies that involve major injury or death of staff or an inmate
 2. Sexual assault crimes
 3. Any case that originates in D&C, but requires follow-up outside of the facility
 4. Unattended deaths/suicides, escapes, arsons and/or when the Watch Commander deems appropriate.

5. Escapes, arsons, and any other crime that requires the expertise of an investigator due to special circumstances or needs as determined by the Watch Commander. The ETS Watch Commander or Investigations Lieutenant will be responsible for the final decision regarding investigative needs or requirements.
 6. Identity theft that occurs within a D&C facility upon receiving the initial report documenting the preliminary investigation
- B. Once the assigned investigator arrives at the crime scene and is briefed, he/she then becomes in charge of the scene and the investigation. D&C personnel will assist as needed.
- C. Preliminary release of basic information about the crime to the media is the initial responsibility of the Watch Commander. Once the investigation is turned over to ETS, all further media releases will be issued by ETS.
- D. The investigation of crimes involving D&C staff or inmates, by ETS personnel, not otherwise noted in this procedure, will be at the direction of the facility Commanding Officer, or the ETS Captain, Investigations Lieutenant or Watch Commander if the facility Commanding Officer is not available.
- E. Detention and Corrections personnel will investigate the following crimes within the facility:
1. Misdemeanors, unless involving unusual circumstances
 2. Narcotic/drug violations not requiring follow-up by an ETS investigator
 3. Minor assaults on staff or inmates
 4. Other crimes as directed by a supervisor
 5. Identity theft
- F. The following criteria will be used when conducting a criminal investigation:
1. Once it has been determined a criminal act has occurred, the deputy or sergeant in charge of the crime scene will direct and assign responding deputies.
 2. The deputy/sergeant in charge will ensure the crime scene is secured and that suspects and witnesses are placed in separate holding cells.
 3. The deputy/sergeant in charge will coordinate a search of the crime scene. Evidence in the crime scene will be identified and photographs of the evidence will be taken (when needed) before removal and processing in the evidence room.
 4. Injured suspects and victims will be photographed. When applicable, clothing will be taken from both suspect and victim and placed into evidence. Strip searches (when applicable) of involved inmates and searches of their cells will be conducted to locate and preserve evidence.
 5. The crime scene will be isolated and if necessary, a deputy will be posted to secure the scene.

6. Weapons, material, or instruments which may have been used to cause death will not be disturbed unless the items pose a threat to security. Evidence from serious crimes in which an ETS investigator is assigned will be collected by an evidence technician. Items that pose a threat to security shall be collected by a sergeant and maintained in his/her possession until released to the proper authority or placed into evidence. Photographs of the items indicating their location will be taken prior to removal.
 7. Deputies assigned to the crime scene will take statements from involved person(s). The statements will be attached to the report. The sergeant will assign a deputy to write the report.
- G. Crime reports originating in D&C will be reviewed for accuracy and completeness by the on-duty Watch Commander or Watch Sergeant.
- H. In the event of missing reports, reports returned for follow up or other report problems, the Watch Commander of the responsible deputy will resolve the issues in a timely manner.
- I. Crime reports that are being forwarded to the DA for complaint will be reviewed and processed by the midnight shift Watch Commander. Crimes investigated by ETS personnel that are being forwarded to the DA for complaint will be the responsibility of ETS.
- J. Felony reports and reports requiring follow-up by ETS Investigations will be reviewed and forwarded to ETS Investigations each morning by the night shift Watch Commander. A patrol unit will be assigned to pick-up the required reports prior to 0800 hours each morning.
- K. Pursuant to General Order 5.25, "Identity Theft," when an inmate housed in an Alameda County Sheriff's Office D&C facility is the victim of an Identity Theft crime, deputies at the facility shall take the original crime report.
1. Deputies conducting the preliminary investigation at the D&C facility shall gather all relevant information from the victim and document that information in the original crime report.
 2. The reporting deputy's immediate supervisor will review the original crime report for compliance with General Order, 5.25, "Identity Theft." A copy of the report will be forwarded to the ETS' Robbery/Property Crimes Unit for review, investigation and final disposition.
 3. The reporting deputy shall be responsible for providing the inmate with a copy of the Agency Identity Theft Resource Guide and for making the advisements set forth in General Order 5.25, "Identity Theft," Section IV-A, "Patrol Responsibilities."
- L. SEARCHES AND PRESERVATION OF EVIDENCE:
1. Personnel who discover a weapon, drugs or other hazardous evidence that may lead to new criminal charges against an inmate will maintain a strict chain of custody when preserving evidence.

2. The deputy assigned to process the evidence will package the evidence according to its type. Evidence will be processed pursuant to Policy and Procedure 8.21, "Evidence Processing." Drugs or narcotics will be tested for possible identification before being placed into an evidence envelope. The deputy will mark the evidence and secure it in an evidence locker.