

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 11/30/2012	Supersedes Policy Dated: 08/04/2006	Rescinds:	SOG Number: 402.3
Accreditation Index:			
Part Title: Operations	Chapter Title: Criminal Investigations		
Chief of Police:			

Investigative Task Force ¹

I Policy

It is the policy of the Springfield Police Department to commit resources to and participate in investigative task forces in order to promote interagency cooperation, maximize efficiency of resources, to successfully combat crime and assist crime victims.

II Definitions

III Procedure

1 PURPOSE

1.1 The purpose of an Investigative Task Force is: ²

1.1.1 To focus investigative energies on criminals and crime problems that by their magnitude, complexity or sensitivity requires a commitment not available to other units within the Bureau or to improve the investigative process itself through multidisciplinary participation. ³

1.1.2 A Task Force may be formed to investigate the following offenses:

1.1.2(a) Homicides

1.1.2(b) Aggravated Assault

1 This document has been revised to meet current formatting standards, minor grammatical and/or typographical corrections have been completed as necessary, per Policy Change Order 12-117, Effective Date 11/30/2012.

2 Renumbered Sections 1.1 – 1.1.2(l) per Policy Change Order 12-117, Effective Date 11/30/2012.

3 Section 1.1.1 changed Division to Bureau, per Policy Change Order 12-117, Effective Date 11/30/2012.

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- 1.1.2(c) Robbery
- 1.1.2(d) Rape
- 1.1.2(e) Burglary
- 1.1.2(f) Drug Offenses
- 1.1.2(g) Any offense of a magnitude it constitutes a community threat.
- 1.1.2(h) Any offense where a pattern or common scheme is identified and the requirements of Section 1.1.1 are met.⁴
- 1.1.2(i) Improve juvenile justice or youth programs,
- 1.1.2(j) Enhance child abuse and child sexual abuse investigation processes,
- 1.1.2(k) Improve coordination of gang prevention, suppression, and investigation,
- 1.1.2(l) Reduce victimization of and provide services for missing and exploited children.

2 TYPES OF TASK FORCE

2.1 Two types of Task Force are recognized:

- 2.1.1 Internal Task Force is one, which is composed solely of members of the Springfield Police Department.
- 2.1.2 External Task Force is one which is composed of members of the Springfield Police Department and at least one other law enforcement agency, criminal justice agency, or social service agency. Any participation in an External Task Force involving commitment of full time resources requires a written agreement as provided for in Section 3.
 - 2.1.2(a) Criminal Investigations Division supervisory staff shall convene to review the mission and goals of a proposed External Task Force. They shall determine, based on those needs, the investigative manpower, support manpower, equipment and other resources that the Springfield Police Department can make available to the Task Force.
 - 2.1.2(b) These recommendations, if possible, shall become a part of the written agreement for the Task Force.

⁴ Section 1.1.2(h) revised section cross reference due to outline renumbering, per Policy Change Order 12-117, Effective Date 11/30/2012.

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3 WRITTEN AGREEMENTS- CONTENTS

- 3.1 Written interagency agreements, memoranda of understanding involving legal declarations of authority, responsibilities, and Police Department resources must include the following provisions, at a minimum:
 - 3.1.1 Identification of the purpose of the investigative task force,
 - 3.1.2 Defined authority and responsibility,
 - 3.1.3 Clearly established accountability and controls,
 - 3.1.4 Identification of manpower and other resources available,
 - 3.1.5 Process of evaluation, recommitment, or termination.
- 3.2 All interagency agreements involving full-time manpower or significant resources will be approved by the City Manager and may, in some cases, require City Council action as well.

4 ORGANIZATION

- 4.1 The Commander of the Investigations and Support Services Bureau or their designee will serve as liaison to all external task forces.⁵
- 4.2 An Internal Task Force is supervised by a Sergeant who reports directly to a Commander.
 - 4.2.1 The designated supervisor is responsible for approving all cases assigned to the Task Force. The Sergeant will keep informed on the progress of all cases assigned to the Task Force and shall approve all dispositions. The Sergeant will schedule investigators duty hours to meet the specialized demands of the Task Force.
- 4.3 An Internal Task Force will be composed of Investigators who report directly to the Task Force designated supervisor. These Investigators may be assigned from the rank of Police Officer or Corporal.
 - 4.3.1 Investigators responsibilities include: conducting the follow-up investigation into assigned cases, informing the Task Force designated supervisor of the progress of the case, and preparing reports of the investigation for Departmental review and prosecution.
- 4.4 An External Task Force is composed of any sworn or non-sworn member of the Springfield Police Department who is requested by an external governing Board of Directors or Executive Board to participate in such a group and receives permission to do so from the Chief of Police
 - 4.4.1 Persons assigned to the External Task Force serve at the direction of the Officer in Charge of the group when participating in an approved investigation.

⁵ Section 4.1 revised name of bureau, per Policy Change Order 12-117, Effective Date 11/30/2012.

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5 OPERATIONS

- 5.1 Both Internal and External Task Forces will have established beginning and review dates.
 - 5.1.1 On the review date it will be determined if an extension to the group will be granted. This must be agreed upon by the Commanding Officers (Internal) or the Board of Directors/Executive Board of the group (External). If the Task Force is extended a second review date must be established.
 - 5.1.2 Commanders and supervisors shall conduct periodic evaluations of task force operations to determine if a task force should be continued. A Task Force will be terminated should the focus or the reason for the group no longer exist or if the investigative goal has been reached. This decision will be made after review of the case by persons involved in the investigation and Command Officers (Internal) or Board of Directors/Executive Board (External).

IV Attachments