

<b>CODIS / AFIS INVESTIGATIVE FOLLOW UP</b>	<b>Operations Order</b> <b>#</b>
	New 01/2015

1. **PURPOSE**

The purpose of this Operations Order is to establish the basic responsibilities, duties, and guidelines for follow up and documentation regarding a Combined DNA Index System (CODIS) or Automated Fingerprint Identification System (AFIS) "hit" throughout the Phoenix Police Department.

2. **SCOPE**

The CODIS / AFIS Operations Order are applicable to all \_\_\_\_\_ divisions, functions and employees. The Operations Order applies to all investigative associated responsibilities, activities and actions taken by department personnel.

3. **AUTHORITY**

- A. Applicable federal laws and regulations, \_\_\_\_\_ Statutes (ARS), City of \_\_\_\_\_ Policy and City of \_\_\_\_\_ Personnel Rules will provide the foundation of the instruction contained within this Operations Order. The CODIS / AFIS Operations Order provide guidance, instruction and direction to employees operating in their investigative-related assigned role with the \_\_\_\_\_. This Operations Order is not to supersede or conflict with the previously described documents.
- B. Subject matter expert/owner (entity within the department under which the work done under these directives is primarily accomplished) of this Operations Order. INVESTIGATIVE DIVISION and LAB
- C. The Chief of Police or designee is the authority which issues, modifies, and/or approves the directives contained within this Operations Orders.

4. **ROLES AND RESPONSIBILITIES**

- A. Specific roles and what those positions are responsible for:
  - The CODIS and AFIS Coordinators or Designee: Send hit notification packet/email to case agent and case agent supervisor
  - Case Agent – Follow up on applicable hit and respond back to the CODIS/AFIS administrator as prescribed in this Order
  - Case Agent's Chain of Command – Ensure follow-up by case agent as prescribed by this Order

5. **POLICY**

- A. Upon notification of a CODIS / AFIS hit via email and within **THIRTY** days, the assigned case agent will supplement the case in the department's Record Management System (RMS) specifically noting the following:
  1. List CODIS / AFIS hit subject as the appropriate investigative class (i.e. investigative lead, witness, victim, etc.) with as much personal identifying information as possible (i.e. date of birth, Social Security number, SCN#, etc.)(IF APPLICABLE)
  2. Detail whether the hit is deemed probative or not probative.
  3. If the hit is deemed **not** probative and/or does not move the case forward, the case agent will list the reasons why in the supplement.
  4. Prior to attempting to contact the subject identified from the CODIS / AFIS hit, the victim needs to be contacted to determine if prosecution is desired. If prosecution is not desired then the subject will not be contacted.
  5. Contacting the victim is necessary in sexual assault investigations because the hit may be a consensual sex partner and thus the suspect will not need to be contacted.
  6. There may be a statute of limitations issue with the investigation. If the case is outside of the identified statute of limitations then the subject will not need to be located and contacted. A supplement will be created to document these facts.

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7. If the hit is deemed probative, then the case agent will research the Investigative Lead's current location using such resources to include but not limited to:
  - a) PACE
  - b) MVD
  - c) ACIC/NCIC
  - d) III
  - e) CLEAR
  - f) ACCURINT
  - g) AUTOTRACK
  - h) TLO
  - i) COPLINK
  - j) Utilities/Water Billing
  - k) Department of Economic Security Records
  - l) Superior Court
  - m) County Assessor
  - n) County Recorder
  - o) County Treasurer
  - p) Sex Offender Tracking
  - q) County Attorney's Office
  - r) Department of Corrections
  - s) Animal Control
  - t) DPS – Criminal Investigations Research Unit (CIRU)
  - u) Federal authorities such as FBI, Postal Inspector, NCMEC, ICE, ATF, Social Security Administration, etc.
  - v) Internet Search Engines
  - w) Social Networking Web sites
  
8. The case agent will investigatively document in a supplement or a case note where he/she believes the Investigative Lead is currently located. **Example:** "Investigative Lead John Smith is believed to reside at 5555 Main Street, \_\_\_\_\_ 85001." **Note:** if unable to pinpoint a location for the Investigative Lead, please see below for how to document.
  
9. If the case agent is unable to locate the investigative lead using the resources available, the case agent will place a filestop in the system. **Example:** "I have researched this investigative lead's whereabouts and at this point am unable to locate and have placed a filestop for this lead in the system and will obtain an interview when the lead is located."
  
10. If the case agent is able to locate the investigative lead but unable to establish contact, then the case agent will place a filestop in the system. **Example:** "Several attempts have been made by myself and MOU detectives to track down the Investigative Lead and a filestop will be placed in the system. An interview will be obtained once the Lead is contacted."
  
11. The case agent will not finalize the supplement until it is submitted to case agent's sergeant for approval.
  
12. Once the supplement is approved, then the case agent will finalize the supplement.
  
13. The case agent will follow up with the CODIS/AFIS Coordinators once investigative action has been taken on the CODIS/AFIS hit by e-mailing the DR#, Supplement# and whether the hit was "probative" or "non-probative" to \_\_\_\_\_ **email address** so they can close out the CODIS/AFIS hit on their tracking system.
  
- B. If no investigative steps are taken by the case agent with the aforementioned information within the **THIRTY** day time period, a notification via email will be made to the case agent, their sergeant and his/her lieutenant will be copied.
  
- C. If no investigative steps are taken by the case agent with **SIXTY** days, a notification via email will be made to the case agent and his/her lieutenant.

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- D. If no investigative steps are taken by the case agent within **NINETY** days, a notification via email will be made to the case agent and his/her Bureau Commander.
- E. On a CODIS hit, once the case agent obtains the DNA confirmation samples from the Investigative Lead, he/she will impound the samples in a supplement and create a priority Lab Request for processing.
- F. On an AFIS hit, once the case agent obtains the interview from the Investigative Lead, he/she will document it in a supplement in accordance with pre-existing policy.