

ISSUED: 18MAR24

407 – INVESTIGATIONS

EFFECTIVE: 01JUL24

407.4.3.4 AAMU DPS will investigate misdemeanor narcotics cases. It will not be necessary to call a Madison County Drug Enforcement Task Force Investigator out for misdemeanor narcotics cases or minor felony related narcotics cases. If an AAMU DPS officer responds to a misdemeanor narcotics case and subsequently initiates a report or makes an on-view arrest, the evidence will be tested, packaged in narcotics evidence envelopes and turned in following

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407.4.6.9 Follow a case through to a conclusion and record a disposition:

Pending: Ongoing cases where pertinent information is still available.

Inactive: All information that is available has been investigated and no suspect can be named. The case is subject to be reactivated if any information is made available at a future time.

Unfounded: The crime being investigated by law enforcement authorities and found to be false, baseless, or was never attempted.

Closed: The

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407.4.8.2.2 A show-up may be utilized in the immediate aftermath of a crime where a description is available and a suspect is located. Police may consider conducting a show-up during which the victim or witness, with a fresh memory of the event, is able to view a person who matches the description of the suspect.

407.4.8.2.3 Prior to the victim or witness being transported to the location of the suspect the transporting Officer/Investigator should obtain and document a complete description of the suspect from the victim or witness; separately from other victims or witnesses. Don't just note what the victim or witness states; ask questions such as:

Height, weight, hair and eye color

Clothing

Posture

Gait

Hairline

Skin texture

Alertness

Facial expressions

Eye movement

Degree of agitation

Any other physical characteristics that may be noticed but not mentioned.

407.4.8.2.4 An Officer/Investigator assisting with the show-up may transport the victim or witness to the location of the suspect in a marked or unmarked police vehicle.

407.4.8.2.5 If there is more than one victim or witness, each should be transported separately to prevent collaboration between the victims or witnesses and to prevent each from knowing whether another witness identified the suspect.

407.4.8.2.6 The victim or witness should receive the following instructions prior to viewing the suspect:

In a moment, I am going to ask you to view a person.

It is just as important to clear an innocent person from suspicion as to identify a guilty person.

This may or may not be the person who committed the crime.

You do not have to identify anyone.

Regardless of whether you make an identification, we will continue to investigate the incident.

Do you understand the instructions?

407.4.8.2.7 Once the victim or witness has viewed the suspect it is important that the Officer/Investigator not confirm a witness' positive identification. (Example – After identification is made, the Officer/Investigator should not tell the witness that he/she made the correct choice, or

407.4.8.3.1.2 The individuals in the comparison photographs should resemble the suspect in as many of the following areas as possible:

- Race
- Hair color and composition
- Facial structure
- Facial makeup
- Build
- Eyeglasses

407.4.8.3.1.3 The photographs should represent the individuals against a similar background, be of the same size, and be taken from a similar angle/aspect.

407.4.8.3.2 Multiple Eye Witnesses – A separate Photo Lineup Identification Sheet must be utilized for each witness.

407.4.8.3.2.1 All witnesses should be shown the lineup separately from any other witnesses.

407.4.8.3.2.2 A record, including the signed Photo Lineup Identification Sheet and identification information on all pictured subjects, must be maintained for each witness that is shown the lineup and placed into the case file.

407.4.8.3.3 Witness Instruction:


407.4.11.7 Once the case is given a disposition, the assigned investigator will complete a supplement report to update the case status. The report will be forwarded to central records for processing and filing. The Lead Investigator will update the assignments database.

407.4.11.8 An officer in Investigations receiving another assignment will transfer all case notes to the original file (central records) or transfer the file to a newly assigned investigator on all cases which the status is pending.

407.4.11.9 Habitual Offenders: If it is determined that an individual is a habitual offender as defined in §13A-5-9 (Code of Alabama), a notation is made in the case file and the District Attorney's office is notified.

407.4.11.10 Accessibility to files: The original files located in the central records office are available to all sworn members of the AAMU DPS for investigative purposes at all times. Working case files are accessible through a supervisory officer or program assistant, the assigned investigator or Assistant Chief of Police. (22.1.1 d)

407.4.11.11 Purging original files: The Chief of Police or his designee will purge files in accordance with state law. (22.1.1 e)



Executive Director of Public Safety
Chief of Police

Accreditation Standards: 22.2.1 a, 22.2.1 d, 22.2.1 f, 22.2.1 e, 22.2.1 c, 22.2.1 b, 22.1.1 b, 22.1.2, 22.1.3 c, 22.1.1 a, 22.3.1 a, 22.3.1 b c d, 22.3.1 e, 22.3.1 f g, 22.1.1 b, 22.1.1 c, 22.1.1 d, 22.1.1 e