



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 80	Subject: Criminal Investigations – Administrative Procedures	Effective Date: 02/07/2000
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish administrative policy and procedure for criminal investigations conducted by the University of Pennsylvania Police Department (UPPD).

II. Policy

It shall be the policy of the UPPD that the Detective Unit will conduct investigations into certain criminal incidents. The mission of the Detective Unit shall be to satisfactorily resolve criminal incidents that escape resolution by the uniformed patrol officers. Detectives shall be assigned the responsibility of conducting follow-up investigations, or continuing investigations initiated by uniform patrol. These follow-up investigations shall be conducted in the most expeditious, efficient and effective manner as possible. The Pennsylvania Rules of Evidence, Rules of Criminal Procedure, and the directives of the UPPD shall guide detectives assigned the follow-up investigations.

III. Scope

This directive shall affect all sworn officers.

IV. Procedures

A. On-Call Detective’s Schedule

1. The Detective Unit shall maintain an on-call schedule, listing the contact number(s) for the detective assigned to respond during off-hours.
2. This on-call schedule shall be distributed to the following persons:
 - a. Chief of Police;
 - b. Deputy Chief of Investigations;
 - c. Deputy Chief of Patrol Operations;

- d. Captain of Patrol;
 - e. Captain of Staff and Administrative Services;
 - f. Shift Commanders/Supervisors;
 - g. The PennComm Center;
 - h. Detective Supervisors; and
 - i. Individual detectives.
3. It shall be the responsibility of the PennComm Police Supervisor to notify the on-call detective when warranted.
 4. In the event the on-call detective cannot be reached; the PennComm Police Supervisor will attempt to contact a Detective Supervisor.
 5. Detectives who are recalled for duty will be compensated per contractual agreement.

B. Case Screening

1. A Detective Supervisor, upon daily receipt of UPPD Incident Reports (UPPD-10), will review all such reports to determine whether a follow-up investigation should be conducted. This determination shall be based on the following solvability factors:
 - a. Was there a witness to the crime?
 - b. Existence of a significant M.O.
 - c. Identification of suspect.
 - d. Suspect name.
 - e. Good description of suspect.
 - f. Knowledge of suspect location.
 - g. Description of the vehicle used by the suspect.
 - h. A limited opportunity to commit the crime.
 - i. A limited number of possible suspects.
 - j. Belief that the crime can be solved with reasonable investigative effort.
 - k. Belief that the crime can be solved with publicity.

- l. Presence of significant physical evidence.
 - m. Traceable property with identifiable characteristics, marks, or numbers.
 - n. Positive results from processing a crime scene.
2. Assignment of cases for follow-up investigations will be determined using the above mentioned criteria. Any case which has three or more of the above elements shall be assigned for investigation.
3. Any case that is a felony offense will be assigned for investigation regardless of the solvability factors mentioned above.
4. The Detective Supervisor may assign any case for follow-up investigation regardless of solvability factors at his or her discretion.
5. If investigative follow-up determines that the information available is not productive or the initial assignment of solvability factors was not sustained by the assigned detective, the investigative efforts shall be terminated and the complainant(s) will be notified of such action.

C. Case File Management

1. Upon the daily receipt of the UPPD Incident Reports (UPPD-10) by the Detective Unit, a Detective Supervisor will review each report to determine which cases are to be assigned.
2. The Detective Supervisor will then log the cases by case number, date of assignment, and name of assigned detective. They will then be given to the individual detective for follow-up investigation.
3. In the event of assignment, investigating detectives receiving such assignment shall maintain a timely investigation by:
 - a. Submitting a preliminary investigative report within five days of the date of the assignment to a Detective Supervisor.
 - b. Submit additional reports, as necessary, within twenty days of assignment.
 - c. Only with the approval of a Detective Supervisor, or Deputy Chief of Investigations, shall an investigation exceed forty-five days. Homicides shall not be closed until responsible person(s) are apprehended; these cases shall remain open or pending. Other serious crimes shall be kept open or pending until the applicable statute of limitations has run out or directed to be closed by a Detective Supervisor or the Deputy Chief of Investigations.

D. Case Status Notification

1. Detectives shall provide victims of crimes with official information regarding the status of their investigation. This shall be accomplished by verbal notification to the victim and written notation on the investigative report.
2. After forty-five days the case must be disposed of in one of the following manners:
 - a. Cleared through arrest;
 - b. Exceptional Clearance;
 - c. Unfounded;
 - d. Open/Pending (explanation required for continuance beyond forty five days); or
 - e. Closed pending new information.

E. Retention

1. Detectives shall maintain a case file on all assignments given to them. These files shall contain:
 - a. Copies of the initial Incident Report (UPPD-10);
 - b. Copies of Supplemental Reports (UPPD-10A);
 - c. Copies of Interviews (UPPD-13);
 - d. Copies of results of all examinations; and
 - e. Copies of other reports, records (i.e. photographs, fingerprints) needed for investigative purposes.
2. Under no circumstances are original reports/documents to be maintained by the detective. All originals will be stored in the Records Unit, as per Directive 59, "RECORDS".

F. Accessibility

1. Accessibility to detective's files shall be limited to:
 - a. Police personnel; and
 - b. District Attorney personnel.
2. Requests for access to detective's files by persons not authorized above shall be referred to a Detective Supervisor.

3. In the event a detective is transferred out of the unit or leaves police service, the investigative files of that detective shall be disposed of by reassigning the unclosed cases or destroying the files that are not needed. In either event, it shall be the responsibility of a Detective Supervisor to arrange disposition.

G. Purge of Files

1. Detective's case files may be purged on a schedule that correlates with the statute of limitations for the crime that is being investigated. Homicides shall be maintained indefinitely.

H. Accountability for Conducting Preliminary and Follow-Up Investigations

1. The uniformed patrol officer is responsible for the prevention of crime. While the patrol officer is not held entirely responsible for its clearance, they are urged to do all in their power to arrest the offender and to recover stolen property. As such, the preliminary investigation begins with the completion and submission of the initial Incident Report (UPPD-10).
2. Shift Commanders/Supervisors should urge the patrol officer to submit clear, concise reports listing as much information as available to assist in solving the crime and affecting an arrest. The arrest of the criminally active will tend to reduce the crime rate, thus simplifying the patrol task of preventing crime.
3. The assigned patrol officer shall complete the initial Incident Report (UPPD-10) with assistance, when necessary, supplied by the detective unit. Any officer providing assistance during an investigation shall submit a Supplemental Report (UPPD-10A) listing their actions. All preliminary investigations shall be conducted in accordance with procedures outlined in this directive.
4. This directive shall not preclude a detective from initiating a preliminary investigation and completing an Incident Report (UPPD-10) when the detective becomes aware of a criminal incident. The Detective Unit shall be accountable for conducting all follow-up investigations for specific incidents reported to the UPPD.

I. Immediate Notification of Detective Unit for Certain Offenses

1. An on-duty detective shall be notified by the PennComm Center of the following offenses immediately:
 - a. Homicide (includes attempt);
 - b. Rape (includes attempt);
 - c. Robbery (includes attempt);

- d. Aggravated Assaults (serious or life-threatening);
 - e. Burglary (resulting in extensive loss);
 - f. Theft (resulting in extensive loss);
 - g. All fires that appear suspicious in nature involve suspected arson or resulted in serious injury or death;
 - h. All non-natural deaths (i.e. suicide, suspicious deaths);
 - i. Kidnapping (including attempts);
 - j. Sex Offenses (other than rape, including attempts);
 - k. All reported incidents of child abuse (physical or sexual); and
 - l. Suspicious device located in/on/around University property.
2. If a detective is not on duty, the PennComm Center Police Supervisor shall contact the on-call detective in accordance with Sec. IV.A of this directive.
- a. The PennComm Center Police Supervisor and on-call detective shall confer as to the criminal event and the requirements for detective unit services so that one of the following two options will be implemented:
 - 1) Detective(s) will respond as soon as possible and assume control of the investigation; or
 - 2) Patrol officers shall document the incident for later follow-up investigation by the detective unit.
 - b. The ultimate decision as to whether detective unit personnel respond rests with the Detective Supervisor and/or the Deputy Chief of Investigations.

J. Habitual/Serious Offenders

- 1. When in the course of an investigation, the assigned detective is able to tie one individual to a series of offenses (usually more than three); the detective shall bring such information to the attention of the Philadelphia District Attorney's office. Identification of a single offender to a series of cases can be accomplished through direct confession, physical evidence, eyewitness identification, and/or common scheme and design.

K. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

L. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

M. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.