
Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

It is the policy of the Vernon Hills Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INVESTIGATIVE PROCEDURES

The Commander of Investigations or the authorized designee is responsible for the development of investigative procedures, including:

- (a) Management of criminal investigative case files.
- (b) Preliminary and follow-up criminal investigation responsibilities and checklists.
- (c) Multijurisdictional investigative task force roles and responsibilities.
- (d) Use of polygraph examinations.
- (e) Cold case investigations.
- (f) Undercover, surveillance, decoy, and raid operations, including use of surveillance and undercover equipment.
- (g) Collecting, processing, and preserving digital evidence.
- (h) DNA collection from a known source.
- (i) Submission of ballistic evidence to the National Integrated Ballistics Information Network (NIBIN) or to an Illinois State Police laboratory for NIBIN processing (720 ILCS 5/24-8).

600.4 PRELIMINARY INVESTIGATION

Uniformed patrol officers will conduct preliminary investigations on all dispatched calls. Investigators may be requested to respond to a crime scene or initiate an investigation if the situation warrants immediate follow up. After preliminary investigation and the determination that an investigative follow up is required, the case will be assigned to an investigator. The assigned investigator is accountable for the follow-up investigation.

600.4.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - 1. An initial statement from any witnesses or complainants.

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2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Commander.
 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 5. Collect any evidence.
 6. Take any appropriate law enforcement action.
 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.5 INVESTIGATION CASE SCREENING

An investigation case screening system assists in determining if a case requires follow-up investigation and what cases are subject to early closure.

The Department shall use the resources available to measure the assigned caseload, clearance rate, and disposition of cases assigned to members for follow-up investigation.

A supervisor should screen all criminal reports for follow-up assignment to members and ensure timely investigation, or closure based upon solvability factors. The supervisor is responsible for the proper management of all cases.

600.5.1 INVESTIGATION CASE MANAGEMENT SYSTEM

Access to the open criminal investigation files shall be available to all investigative members, unless the confidential nature of the investigation as determined by the supervisor warrants limiting access.

Internal classification of criminal case files shall be handled as follows:

- (a) Electronic records shall be maintained in the records management system (RMS) with access by password protection and sign on. Any external documents should be scanned into the RMS.
- (b) All original supporting reports, notes, documents, or records obtained during the investigation shall be forwarded to the Records Section for archiving.

600.5.2 INVESTIGATION CLASSIFICATION OF CRIMINAL CASES

The following classifications should be applied to each case, as applicable:

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- (a) Open
- (b) Closed

600.6 CRIME VICTIM DNA SAMPLES

A profile created from a DNA sample that is collected from a crime victim in conjunction with a criminal investigation shall not be entered into any DNA database, unless otherwise permitted by law (725 ILCS 120/4) (see the Death Investigation Policy for additional guidance).

600.7 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately. These decisions should be reviewed by the Commander of Investigations or his designee for their approval.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
 2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.8 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies.

[See the Vernon Hills Police Department Procedures Manual: 500.1.2 INTERVIEWS AND INTERROGATIONS.](#)

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See the [Vernon Hills Police Department Procedures Manual: 500.7 CONSTITUTIONAL REQUIREMENTS](#).

Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.8.1 AUDIO/VIDEO RECORDINGS

All custodial interrogations at the Vernon Hills Police Department of suspects in investigations of offenses as provided in 725 ILCS 5/103-2.1 shall be electronically recorded in their entirety (motion picture, audiotape or videotape, or digital recording) (725 ILCS 5/103-2.1; 705 ILCS 405/5-401.5). Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of an interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigations Unit Commander. Copies of recorded interrogations or interviews may be made in the same or different format provided they are true, accurate and complete copies and are made only for authorized and legitimate law enforcement purposes. Electronic recordings of a custodial interrogation in connection with an investigation for the offenses listed in 725 ILCS 5/103-2.1 shall be preserved until the conclusion of all criminal proceedings, including the exhaustion of habeas corpus appeals or the prosecution is barred by law (725 ILCS 5/103-2.1(c); 705 ILCS 405/5-401.5(c)).

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.9 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.10 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights, and civil liberties. Information gathered via the internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using their own equipment, the member should note the dates, times, and locations of the information and report the discovery to their

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supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and the Criminal Organizations policies).

600.10.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias, or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any internet source that requires the use or creation of an account, password, email address, alias, or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any internet source should be evaluated for its validity, authenticity, accuracy, and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.10.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.11 CELL SITE SIMULATOR USE

A member may only use a cell site simulator device for the purpose of locating, tracking or identifying a communications device and only after obtaining a warrant unless an exception exists as provided by 725 ILCS 168/15 (725 ILCS 137/10). The member must obtain approval of the usage of this device by the Commander of Investigations.

The member shall delete non-target data that is obtained no later than once every 24 hours if a cell site simulator device is used to locate or track a known communications device, and no later than within 72 hours of the time that the unknown communications device is identified if a cell site simulator device is used to identify an unknown communication device (725 ILCS 137/15).

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600.12 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of the Chief of Police, a Deputy Chief or their designee. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

600.13 FIREARMS TRACING

See the [Vernon Hills Police Department Procedures Manual: 504.1 TRACE REQUEST PROCEDURES](#), relating to the tracing of firearms and provides guidelines for the use of the National Tracing Center by tracing guns used in crimes, seized, or recovered.

600.14 PROSTITUTION INVESTIGATIONS

Officers taking part in a prostitution investigation shall not engage in an act of sexual penetration with a known suspect during the investigation (5 ILCS 812/10).