



Fire and Police Commission

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Memorandum

To: Leon W. Todd, Executive Director

From: Barbara Cooley, Research and Policy Analyst

Date: July 16, 2024

RE: SOP 085 – Citizen Contacts, Field Interviews, Search and Seizure
SOP 725 – Crime Scene Investigations
SOP 743 – National Integrated Ballistics Information Network Program

SOP 085 - Citizen Contacts, Field Interviews, Search and Seizure

- Removed reference to No Action Encounters since they are no longer required/part of the Collins agreement.
- Added how to document a field interview when an MPD member briefly questions a person about the person's actions or behavior but does not obtain the person's name (since No Action Encounters have been removed).

SOP 725 – Crime Scene Investigations

- Updating the term investigator to detective as this is the more appropriate reference for the purposes of this SOP.
- Adding members shall identify victims and and/or witnesses at crime scenes in case follow up needs to be conducted.
- Adding first responding officers shall initiate the preliminary investigation and perform specific tasks until otherwise directed by a higher-ranking officer, detective, or another member of the police force specifically assigned to conduct the criminal investigation when safety permits and as soon as practical to do so (underlined portion was added to policy).

- Clarifying the Door Hang only needs to be left when the member is conducting a canvass related to a gunfire incident and no one answers at the building.
- Updating division names to match the new organizational chart.
- Adding the new civilian crime scene investigators to the policy.

SOP 743 – National Integrated Ballistics Information Network Program

- Updated that there is now only one test fire cartridge acquisition station.
- Combined previous SOP 743.25(D and E) into just subsection D as the process is the same for both subsections (avoids duplicate language).
- Removed reference to the inventory number as this is not needed with the new inventory management system.
- Added requirements for members to ensure the firearm is safe and unloaded prior to conveying the firearm to the Forensics Division.
- Updated the process for when a member brings a firearm to the Forensics Division for processing to ensure the firearm is processed properly and the proper notifications are made.
- Minor grammatical updates throughout the policy.