



**OFFICE OF THE DIRECTOR OF POLICE  
THE UNIVERSITY OF TEXAS SYSTEM  
POLICY AND PROCEDURE MANUAL**



Subject <b>Major Crimes Team</b>		Policy Number <b>710</b>	
Effective Date January 27, 2012	Revision Date	Reevaluation Date Annually	Number of Pages 3
Reference Standards TPCA: 7.10 CALEA: 42.1.1, 42.1.2, 42.1.4 ICALEA:		Rescinds or Amends Policy Number	

**I. PURPOSE**

The purpose of this policy is to establish the development and use of the Major Crimes Team within the University of Texas System Police.

**II. POLICY**

The Office of Director of Police (ODOP) acknowledges the need for creating a special investigative unit capable of handling complex, demanding, labor intensive and high profile cases. The Major Crimes Team establishes the ODOP commitment to support and assist institutions within the University of Texas System Police in our mutual efforts to clear investigations in a timely, effective and efficient manner. Selected investigative personnel from the University of Texas Police System across the State will staff the Major Crimes Team in a collaborative and mutually supportive effort to aid each component.

The Major Crimes Team will provide investigative support in major criminal offenses, serial criminal episodes, or under special or extenuating circumstances. The Team will also be available to support large scale or long duration surveillances of wanted criminal offenders, suspects or fugitives. The unit will activate upon the approval of the Director of Police in response to a request by an Institution Chief of Police. The Unit shall also be available for activation at the discretion of the Director of Police for circumstances or events that he deems necessary.

**III. DEFINITIONS**

Major Crime: A serious felony criminal offense that may warrant the expertise of highly trained investigative personnel. This can also include a significant criminal offense(s) that has/have exceeded the investigative capabilities or investigative staffing levels of a specific University of Texas System Police department.

Examples of major crimes include, but are not limited to, the following:

- A. Homicide
- B. Sexual Assault
- C. Campus shooting
- D. Aggravated Robbery
- E. Missing Persons/Kidnap - Abduction

Serial Crimes: A series of continuing criminal felony offenses suspected of having been committed by the same offender(s) arising out of the same intent against more than one victim.

Examples of serial crimes include, but are not limited to, the following:

- A. Serial sexual assaults
- B. Serial burglaries or robberies
- C. On-going incidents of theft, fraud, or computer offenses

Special Circumstances: This includes unique criminal circumstances, sensitive circumstances that imply potential criminal conduct or situations where a conflict of interest at the local institution may be implied, inferred or perceived.

#### **IV. STAFFING OF THE MAJOR CRIMES TEAM**

The Director of Police, or his designee, will select and assign investigative personnel to the Team from within this agency. These members will make a good faith effort to be available and shall be responsible for the investigation of offenses as defined above that may occur within the jurisdiction of the University of Texas System Police. These Unit members will serve at the discretion of the Director of Police.

Investigators selected for inclusion in the Major Crimes Team shall be highly experienced UTSP personnel currently assigned to traditional investigative responsibilities at a component institution police department. The Team shall be supervised by the senior criminal investigator assigned as an Inspector to the Office of the Director of Police. Selection for and assignment to the Major Crimes Team is at the sole discretion of the Director of Police, is an additional duty and no property right shall attach. Team members may be removed at the discretion of the Director. Additional Inspectors from ODOP can be assigned at the direction of the Director and can serve as an alternate team supervisor.

#### **V. PROCEDURES:**

In the event the need for support arises, an institutional Chief of Police from this agency will contact the Director of Police and provide all known circumstances surrounding the incident and the need for assistance of the Major Crimes Team. The Director, or his designee, will determine the number of personnel required to accomplish the objectives of the investigation and activate the appropriate personnel. The Director and the respective Chief shall coordinate directly with one another, at least initially, and prior to any activation.

The institution police agency shall provide the Major Crimes Team with the following, upon their arrival or prior to their departure if possible:

- A. All reports prepared during the preliminary phase, departmental records, and any results from laboratory examinations;
- B. All documentation or multi-media recordings of any interviews or interrogations;
- C. Any information requested to assist in the coordination of efforts to reach a successful conclusion of the investigation;

During the investigation, the Inspector supervising the Major Crimes Team (MCT) will:

- A. First meet and consult with the respective Chief of Police and the senior investigator assigned:
  - 1. review and analyze all reports;
  - 2. ensuring additional interviews and interrogations are conducted;
  - 3. plan, organize, conduct searches, and ensure the collection of physical evidence is obtained properly and submitted to the proper laboratory for analysis
  - 4. identify and apprehend suspects;
  - 5. prepare the case for court presentation;
  - 6. ensure proper staffing levels for the investigation
  - 7. prepare a report of any investigation for the institution Chief of Police and the Director of Police;
  - 8. ensure that original case notes, documentation, etc., are retained and properly maintained under proper security at the Office of Director of Police;
  - 9. provide progress reports or changes in the investigative status during the investigation to the institution Chief of Police and the Director.

The Inspector will oversee the submission of any complete investigation to a prosecuting agency.

## **VI. COMMAND AND CONTROL**

- A. The assigned supervisor for the MCT shall report directly to the institution Chief of Police and shall seek direction, clarification and guidance from the Chief of Police. Should a difference of professional opinion exist as to how the investigation should proceed and it can- not be resolved to the satisfaction of the MCT supervisor and Chief at the level of the Chief of Police, the Director shall be consulted as to the way forward.
- B. Although the introduction of the MCT onto a local campus introduces a new and different dynamic to the investigative scenario, all normal protocols, reporting relationships and the courtesy accorded to rank shall be observed.



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