



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



Subject Major Crimes Team			Policy Number 710
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Reference Standards TPCA: 7.10 CALEA: 42.1.1, 42.1.2, 42.1.4 IACLEA: 13.1.1, 13.1.2, 13.1.4, 13.1.5, 13.1.6, 13.1.7 TX CCP: Article 49.25, Articles 63.009(a), (b), and (f), Article 49.04 and Article 49.25		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:

1. Homicide
2. Sexual Assault
3. Campus shooting
4. Aggravated Robbery
5. 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:

1. Serial sexual assaults
2. Serial burglaries or robberies
3. 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.

NamUs- National online database that stores all reports of missing and unidentified person cases.

Alzheimer's Association Safe Return Emergency Response Center- nationwide emergency response service that facilitates the safe return of individuals living with Alzheimer's disease or another dementia who wander or have a medical emergency. The Alzheimer's Association, in collaboration with MedicAlert® Foundation, provides this service to those families that have a membership plan with 24/7 Wandering Support.

NamUs 2.0 User Guide Entering Missing Persons- User guide detailing how to use the database. [It can be located here.](#)

NamUs 2.0 User Guide Advanced Searching- User guide detailing how to complete advance search settings. [It can be located here.](#)

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:

1. All reports prepared during the preliminary phase, departmental records, and any results from laboratory examinations.
2. All documentation or multi-media recordings of any interviews or interrogations.
3. 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:

1. First meet and consult with the respective Chief of Police and the senior investigator assigned to the investigation. The MCT will then:
 - A. review and analyze all reports;
 - B. ensure additional interviews and interrogations are conducted;
 - C. plan, organize, conduct searches, and ensure the collection of physical evidence is obtained properly and submitted to the proper laboratory for analysis
 - D. identify and apprehend suspects;
 - E. prepare the case for court presentation;
 - F. ensure proper staffing levels for the investigation
 - G. prepare a report of any investigation for the institution Chief of Police and the Director of Police;
 - H. ensure that original case notes, documentation, etc., are retained and properly maintained under proper security at the Office of Director of Police;
 - I. provide progress reports or changes in the investigative status during the investigation to the institution Chief of Police and the Director.

2. Missing children/person or unidentified bodies.

Upon receiving a report of a missing child and once the investigating agency has determined the child is at a high risk of harm or is otherwise in danger or if the subject of the report is a person who is known by the agency to have or is reported to have chronic dementia, including Alzheimer's dementia, whether caused by illness, brain defect, or brain injury shall:

 - A. immediately start an investigation in order to determine the present location of the child or person;
 - B. immediately, but not later than two hours after receiving the report:
 - 1) enter the name of the child or person into the Texas Missing Persons Clearinghouse, NCIC, and NamUs.
 - 2) report the name and member ID to the Alzheimer's Association Safe Return Emergency Response Center, if applicable.
 - C. update each database with identifying information as it comes available during the investigation. This includes:
 - 1) dental records
 - 2) fingerprints
 - 3) other physical characteristics
 - 4) description of the clothing worn when last seen
 - 5) description of any person reasonably believed to have taken or retained the missing child/person
 - D. Information not immediately available when the original entry is made shall be entered into the clearinghouse, the national crime information center file, and the National Missing and Unidentified Persons System as a supplement to the original entry as soon as possible.
 - E. not later than the 60th day after the date the agency receives the report, the law enforcement agency must have entered the name of the child or person into Texas Missing Persons Clearinghouse, NCIC, and NamUs, with all available identifying information available.
 - F. inform the person who filed the report of the missing child or missing person that the information will be:
 - 1) entered in the Texas Missing Persons Clearinghouse, NCIC, and NamUs
 - 2) reported to the Alzheimer's Association Safe Return Emergency Response Center, if applicable.
 - G. Immediately after the return of a missing child/person or the identification of an unidentified body has been made, the police department having jurisdiction of the investigation shall clear the entry in the Texas Missing Persons Clearinghouse, NCIC, NamUs, and Alzheimer's Association Safe Return Emergency Response Center, if applicable.
3. Deceased Person: Upon investigating the following:
 - A. A body or a body part of a person is found, the cause or circumstances of death are unknown, and:
 - B. the person is unidentified;
 - 1) shall enter all available identifying features of the unidentified body (fingerprints, dental records, any unusual physical characteristics, and a

description of the clothing found on the body) into the following databases not later than the 10th working day after the date the investigation began:

- a. Texas Missing Persons Clearinghouse
- b. NCIC
- c. National Missing and Unidentified Persons System.

4. Alert Activations

There are 7 types of alert activations that may be entered into TCIC/NCIC. Each Institution Police Department should consider applying and submitting to DPS for an alert if their case meets the criteria. They are as follows:

- **AMBER Alert Request Form**
- **Silver Alert Request Form**
- **Blue Alert Request Form**
- **Endangered Missing Persons Alert Request Form**
- **Camo Alert**
- **CLEAR Alert**
- **Active Shooter Alert**

- A. The law enforcement agency (with jurisdiction over the missing person incident), must determine if the investigative case information satisfies state alert criteria.
- B. Entries should be made within the Texas and/or National Crime Information Center (TCIC/NCIC), supporting the missing person incident.
- C. Requests to activate the State Network involve submitting the appropriate Request Form to the Texas Department of Public Safety (DPS). All Request Forms can be completed online and routed to the DPS via email at TXFC@dps.texas.gov (preferred method), or faxed to (512) 424-7418. Review the 2nd page of each Request Form, containing email and fax instructions. Requests involving the state's Silver and/or Endangered Missing Persons alert programs should include the required medical documentation.
- D. Email available photographs of the missing person, suspect and vehicle to the **DPS**.
- E. Contact the DPS at (512) 424-7981 or (866) 786-5972 to ensure all documents involving the request were received.
- F. Be prepared for DPS staff to contact the requesting law enforcement agency to resolve any Request Form discrepancies, which may include how state criteria was satisfied. Knowledgeable agency staff should be available to discuss the missing person incident.
- G. Alerts issued by the State Network have a maximum activation period of 24-hours. Requests to extend an alert must be accomplished on or before the last 23-hour reminder from the DPS, indicating why an extension is necessary.
- H. Immediately contact the DPS if the missing person is located, or to update alert information.

5. The supervisor for the MCT will:
 - A. Oversee the submission of the complete investigation to a prosecuting agency.
 - B. Ensure all missing children/person/unidentified body or body parts are entered into the Missing and Unidentified Person System, NamUs, or Alzheimer's Association Safe Return emergency response center, as applicable.
 - C. [See training bulletin TB033 Missing and Unidentified Persons System](#) for step-by-step instructions how to create an account, add to and search the database.

VI. COMMAND AND CONTROL

1. 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.
2. 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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