

Checklist for Criminal Investigations

	ITEM	YES	NO	N/A
1	Does the agency provide 24-hour Criminal Investigation capabilities to the campus community? If not, is there a distributed on-call roster or list of investigators for after-hours capabilities?			
2	Does the agency have a policy/procedures for Criminal Investigations if there is no dedicated unit?			
3	Does the agency have personnel assigned to the Major Crimes Team?			
4	Are workstations set up to lock and require password after a period of no activity?			
5	Does the agency use a case-screening system to assign cases to investigators?			
6	Does the agency SOP specify how case screening is to be conducted, by whom and what solvability factors should be used?			
7	Does the agency's SOP designate personnel to conduct preliminary investigation and/or follow-up investigation?			
8	Does the agency provide a checklist to aid in criminal investigations?			
9	Does Criminal Investigations personnel attend shift briefings with patrol personnel?			
10	Does the agency participate in a formal, long term, multi-jurisdictional investigative task force?			
11	Does Criminal Investigations personnel use polygraph, voice stress or other detection/deception equipment? If used, is there documentation to show proper training and certification?			
12	Does the agency SOP identify procedures for using confidential informant? Is informant's information included in a master file? Is the master file secure from unauthorized access?			
13	Does the agency have designated room/area for interviews and interrogations?			
14	Is the interview/interrogation room equipped with audio/visual capabilities?			
15	Does the agency SOP specify number of personnel allowed in the interview room or area?			
16	Does the agency SOP specify ways of summoning assistance, if needed?			
17	Is there access to restroom, water or comfort breaks for the interviewee?			
18	Are the department's SOPs or policies consistent with ODOP policies?			
19	Is information maintained in the criminal intelligence file reviewed for reclassification or purged on a periodic basis to ensure that it is current, accurate, safeguards an individual's right to privacy, and is classified at the appropriate security level?			
20	Are investigators provided annual training specifically in Criminal Investigations?			