



Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: Critical Incident Scene Investigation	Related Policies:	Section #: 500 Investigations
		Policy #: 501
		Effective: 9-01-2009
		Page 1 of 2
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i>		
Reference:		

1. Purpose:

1.1. This policy is created to provide members of the Sioux Falls Police Department guidance when investigating critical incidents.

2. Policy:

2.1. The priority at the scene, after aid is given to any injured present, should be to gather all evidence to aid in an investigation and assist in establishing the truth of the incident.

3. Procedure:

3.1. This process will vary from the fundamental principal of protecting the scene, to interviewing witnesses and collecting identifiable physical evidence. The performance of each of these functions should be assigned according to the most qualified persons and availability of personnel. Summoning detectives and Crime Lab personnel shall be the decision and responsibility of a shift supervisor.

3.2. At major crime scenes, an officer shall be placed in a position to get the names of all persons entering the crime scene area. This officer will use a Crime Scene Entry Log to list the name, agency, time in and time out, and the reason the person is there, of everyone, including police officers, who enter the area. When completed, this form is filed with the original case report. Entry to the crime scene will be restricted to **essential** personnel.

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- 3.3. In some cases, the scene may be modified from its original condition to accomplish some other objective. In routine accidents particularly, the roadway should be cleared as soon as possible but in a manner so as not to lose essential evidence.

- 3.4. The Crime Lab should be summoned to process the scene of non-traffic incidents when, in the opinion of a shift supervisor, there is a possibility of relevant and material evidence. Investigators should ensure evidence is properly marked for identification and protected for later processing by Forensic Specialists or others. If Forensic Specialists are at the scene, they will take control of processing the crime scene as well as the removal evidence. Forensic Specialists shall report their findings at the crime scene on a supplement report to the case report.



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Policy: Photographic Evidence at Traffic Collision Investigations	Related Policies:	Section #: 500 Investigations
		Policy #: 502
		Effective: 4-01-2009
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Reference:		

1. Purpose:

- 1.1. This policy is created to provide guidance for officers that respond to traffic collisions where photographs may be needed.

2. Policy:

- 2.1. It is the policy of the Sioux Falls Police Department that photographic evidence may be obtained at traffic collisions where extensive damage occurs, there are serious injuries or fatalities or if there is damage to City property.

3. Procedure:

- 3.1. In traffic collisions, where photographs are required, a shift supervisor may be summoned to the scene.
- 3.2. Photographs should be taken in serious collisions, and where the officer investigating considers them of significant value as evidence.
- 3.3. Collisions involving City property may have photographs taken at the shift commander's discretion.
- 3.4. A Forensic Specialist and Traffic Section supervisor should be summoned by a shift supervisor for known or probably fatal collisions.

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3.5. Photograph Procedures for Collisions

3.5.1. When photographs are determined to be needed, the following procedure should be followed:

3.5.1.1. Photographs should be taken so as to best reflect what actually exists at the scene.

3.5.1.2. Sufficient photographs should be taken to accomplish the objective.

3.6. When circumstances develop that prevent officers from issuing a citation or making the physical arrest at the scene, you may start the procedure for later warrant issuance by:

3.6.1. Making a case report, listing all applicable facts.

3.6.2. Indicate a request to have a warrant issued.

3.6.3. The Traffic Section will follow up on all such cases and the investigators will record supplement reports as to the action taken.

3.6.4. Remember that officers don't sign complaints, the City Attorney's Office or State's Attorney's Office handles warrant acquisition based on the facts the investigator submits.



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Policy: Preliminary and Follow Up Investigations	Related Policies:	Section #: 500 Investigations
		Policy #: 503
		Effective: 4-01-2009
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Reference:		

1. Purpose:

- 1.1. This policy is created to differentiate between preliminary and follow up investigations.

2. Policy:

- 2.1. Investigations are distinguished as being either preliminary or follow-up. Some incidents require only a preliminary investigation.

3. Definitions:

- 3.1. **Follow Up Investigation** – investigation that is continued to exhaust all reasonable leads toward a successful conclusion.
- 3.2. **Preliminary Investigation** – continues to that point where it may be ended temporarily by the investigator without having an adverse effect on the total investigation.

4. Procedure:

- 4.1. The Uniformed Services Division will conduct most preliminary investigations.
- 4.2. The Traffic Section of the Uniformed Services Division will conduct follow-up investigations in traffic cases.
- 4.3. The Investigative Services Division will generally conduct follow-up investigations in non-traffic cases.
- 4.4. **In** all cases where there will be follow-up investigations, the follow-up investigator shall be notified so as to make the transition as advantageous to the investigative process as possible.
 - 4.4.1. In minor cases, the referral may be through reports only.
 - 4.4.2. In all serious cases where the need for immediate follow-up is apparent, the notification shall be made as soon as possible.
 - 4.4.3. The more serious the case needing follow-up, the sooner the follow up should be instituted.
- 4.5. The decision and responsibility for notification by the Uniformed Services Division rests with the shift commander or his designee.



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Policy: Field Interviews / Intelligence Gathering	Related Policies:	Section #: 500 Investigations
		Policy #: 504
		Effective: 4-01-2009
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Reference:		

1. Purpose:

1.1. This policy establishes guidelines regarding the gathering of intelligence via field interviews.

2. Policy:

2.1. The purpose of the Sioux Falls Police Department Intelligence Files is to gather, centralize, and disseminate information on individuals and/or organizations reasonably suspected of involvement in criminal activity in the Sioux Falls region.

2.2. Under no circumstances shall information be gathered solely on the basis of race, creed, color, national origin, sexual preferences, political preference, or religious beliefs.

3. Definitions:

3.1. **Field Interview** – A contact by an officer with an individual outside the walls of the Law Enforcement Center. Information gained in a field interview may be the subject of an intelligence report.

3.2. **Intelligence Report** – A report submitted regarding an individual or group of individuals who may be suspected in criminal activity.

4. Procedure:

4.1. Information contained in the intelligence files of the Sioux Falls Police Department will be disseminated **only** to sworn officers of this department or sworn officers of other law enforcement agencies on a right-to-know / need-to-know basis.

4.2. Intelligence Submissions:

4.2.1. Information may be submitted for inclusion into the intelligence file on the standard intelligence form by any sworn member of this department.

4.2.2. The Sex Offender Registration Detective will coordinate intelligence submissions to the Law Enforcement Information Network (LEIN) and to Mid-States Organized Crime Information Center (MOCIC).



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Policy: Street Gang Investigations	Related Policies:	Section #: 500 Investigations
		Policy #: 505
		Effective: 02-01-2010
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Reference: SDCL 22-10A; 22-10A-1 to ss-10A-3		

1. Purpose:

1.1. This policy is created to assist members of the Sioux Falls Police Department during the investigations of incidents involving members of "Street Gangs."

2. Policy:

2.1. The Sioux Falls Police Department will assist the Minnehaha County State's Attorneys Office in the investigation and prosecution of members of "Street Gangs."

3. Definitions:

3.1. **Street gang** – Any formal or informal ongoing organization, association, or group of three or more persons who have a common name or common identifying signs, colors, or symbols and have members or associates who, individually or collectively, engage in or have engaged in a pattern of street gang activity;

3.2. **Street gang member** – Any person who engages in a pattern of street gang activity and who meets two or more of the following criteria:

3.2.1. Admits to gang membership;

3.2.2. Is identified as a gang member by a documented reliable informant;

3.2.3. Resides in or frequents a particular gang's area and adopts its style of dress, its use of hand signs or its tattoos and associates with known gang members;

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- 3.2.4. Is identified as a gang member by an informant of previously untested reliability if such identification is corroborated by independent information;
 - 3.2.5. Has been arrested more than once in the company of identified gang members for offenses which are consistent with usual gang activity;
 - 3.2.6. Is identified as a gang member by physical evidence, such as photographs or other documentation; or
 - 3.2.7. Has been stopped in the company of known gang members four or more times; and
- 3.3. **Pattern of street gang activity** – The commission, attempted commission, or solicitation by any member or members of a street gang of two or more felony or violent misdemeanor offenses on separate occasions within a three-year period for the purpose of furthering gang activity.

4. Procedure:

- 4.1. South Dakota State Statute defines a member of street gang in SDCL 22-10A.
- 4.2. In order to seek enhanced penalties for members of street gangs under state statute, the State's Attorney Office needs members of this department to accurately reflect any activity or information in their reports as it relates to the definitions listed above.
- 4.3. Officers should take care to ensure that facts and information meeting this criterion are verified to the best of their ability prior to inclusion in official reports.