

**4 / 701B.05 POLICY**

It is the policy of this Department to investigate Open Unsolved Cases

**4 / 701B.10 PURPOSE**

The purpose of this order is to establish standards and guidelines for the Open Unsolved Unit

**4 / 701B.15 DEFINITIONS**

Open-Unsolved Case – Any case involving Murder, Suspicious Death, Rape, Missing Person that is not being actively investigated

**4 / 701B.20 PROCEDURES**

A. CLASSIFICATIONS OF OPEN UNSOLVED CASES

1. A case where all workable leads have been exhausted and there is no known suspect information
2. A case where there is a suspect but there is no physical evidence or direct witness information to connect the suspect to the crime and workable leads have been exhausted
3. A case where physical evidence is available such as DNA but there is no workable leads as to the identity of the suspect

B. CATEGORIES OF OPEN UNSOLVED CASES

1. Unsolved – No known suspect
2. Unresolved – Suspect(s) known/suspected but never successfully prosecuted
3. Unidentified – Victim identity unknown

C. OPEN UNSOLVED UNIT

1. Bureau Special Operations Commander
  - a. Assign, Direct, Assist and Supervise all investigations conducted by the unit
2. Complement of up to three (3) volunteer investigators
3. Qualifications of Unit Personnel
  - a. Prior Law Enforcement with an investigative background or
  - b. Former member of a Federal, State, County and/or City organization requiring investigative and analysis abilities
  - c. Member in good standing in the community
  - d. No criminal prosecutions and/or convictions

D. CRIMINAL ACTIVITY INVESTIGATED BY OPEN UNSOLVED UNIT

1. Murders
  - a. Open Unsolved
  - b. Maximum Review Span, Every Three (3) Years

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2. Suspicious Deaths
  - a. Open Unsolved
  - b. Maximum Review Span, Three (3) Years
3. Rapes
  - a. Open Unsolved
  - b. Maximum Review Span, Five (5) Years
4. Missing Persons
  - a. Open Unsolved
  - b. Maximum Review Span, One (1) Year

E. ANALYSIS OF CRIMINAL ACTIVITY BY OPEN UNSOLVED UNIT

1. Murders – Open Unsolved
2. Suspicious Deaths – Open Unsolved
3. Rapes – Open Unsolved
4. Missing Persons – Open Unsolved
  - a. Adults – refer to General Order 4/110
  - b. Juvenile – refer to General Order 4/110
5. Burglaries – Open Unsolved and Current

F. AUTHORIZED INVESTIGATIVE POWERS

1. Volunteer members of the unit will not have sworn powers
2. Investigations requiring direct police action will be handled by the Unit assigned sworn officer
3. Direct contact with a case suspect/accused is the responsibility of the Unit assigned sworn officer
4. Volunteer members are authorized to conduct analysis, victim/witness interviews, case review and case research

G. CASE REVIEW

1. Check out case file with Special Operations Division Investigative Unit
2. Only one (1) case file is authorized to be checked out by the Unit at a time unless special circumstances warrant
3. All documents in the case file are to remain in the case file during review
4. No case file is authorized to be removed from the offices of the Open Unsolved Unit
5. The case file shall be returned to the Special Operations Division Investigative Unit
  - a. At the end of every work day
  - b. After the review is complete

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H. CASE RESEARCH

1. Research conducted outside of Police Headquarters shall be avoided if possible
2. To conduct research outside the City of Laurel requires authorization from the Bureau of Special Operations Commander
3. If research takes place outside Police Headquarters the volunteer investigators shall identify himself or herself as a civilian investigator for the Laurel Police Department.

I. VICTIM AND WITNESS INTERVIEWS

1. Interviews of victim and/or witnesses will be conducted following standard Laurel Police Department guidelines and directives
2. In all cases of victim and/or witness interviews the volunteer investigator shall identify himself or herself as a civilian investigator for the Laurel Police Department

J. INTERROGATIONS

1. Volunteer investigators shall not conduct interrogations

K. OPEN UNSOLVED REPORTS

1. Types of reports submitted ( and titled as such ) by the Open Unsolved Unit
  - a. Notable Case File Findings
  - b. Inconsistencies In Case File
  - c. Victim/Witness Interview Statements
  - d. Recommendations
2. All reports shall be forwarded to the Bureau of Special Operations Commander for appropriate action

L. POSITION DISCRETION

1. No member of the Open Unsolved Unit shall discuss and/or reveal in any way information learned during the course of Open Unsolved Unit investigation

**4 / 701B.25 GOVERNING LEGISLATION AND REFERENCES**

Authorized by City of Laurel Mayor and Chief of Police in 2006  
General Order 4/110 – Missing Persons  
General Order 4/701 – Responsibilities for Preliminary and Follow-Up Investigation  
CALEA Standard 42.2.9

**4 / 701B.30 ANNEX**

None