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FAX COVER SHEET

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FROM:	HENRY BRAUNE
DATE:	6/26/2006
SUBJECT:	NEW CASE / A HOMICIDE
FILE #:	
COMMENTS:	

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DETECTIVE GUIDE

PROCEDURE NO.

2043



INVESTIGATION HOMICIDE OR SUSPICIOUS DEATH

DATE ISSUED
9-11-81

DATE EFFECTIVE
9-18-81

REVISION NUMBER

PAGE

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PURPOSE

To arrest the perpetrator or attempt to determine the cause of death.

PROCEDURE

Upon being assigned to investigate a homicide or suspicious death follow the INVESTIGATION-GENERAL PROCEDURE and, in addition:

DETECTIVE/ INVESTIGATOR

1. Make necessary notifications in chain of command.
2. Get details from first officer on scene
 - a. Make certain that Medical Examiner, District Attorney and Crime Scene Unit are notified.
3. Ascertain, if possible, identity of perpetrator from:
 - a. Dying declaration
 - b. Witnesses
 - c. Circumstantial evidence
4. PREVENT UNAUTHORIZED PERSONS FROM ENTERING SCENE
 - a. Note all AUTHORIZED persons present.
5. Protect the scene and preserve evidence
 - a. Post Crime Scene and No Smoking signs
 - b. Cause photographs to be taken prior to arrival of Medical Examiner.
 - c. Conduct thorough crime scene search
6. Make sure body is not disturbed pending arrival of Medical Examiner, except when necessary.
7. Detain all persons at scene for interviews.
 - a. Keep witnesses separated to prevent conversation.
 - b. Consult with Assistant District Attorney and be present when statements taken.
8. List license plates of automobiles found in area.
9. Institute immediate and thorough search to obtain witnesses and other information.
 - a. Transmit alarm for perpetrator
 - b. Make notification to relatives and record on FOLLOW-UP REPORTS.
10. Prepare report of unusual occurrence and submit to commanding officer.

SUPERVISOR

11. Prepare work sheet
 - a. List detectives and assignments.
12. Keep cross index of all pertinent information.
13. Advise Chief of Detectives, Detective Borough commander, etc. of progress.
14. Verify that all foregoing investigative steps have been completed.
15. Direct further action.

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NEW YORK CITY POLICE DEPARTMENT

DETECTIVE GUIDE

PROCEDURE NO

204.3



INVESTIGATION HOMICIDE OR SUSPICIOUS DEATH

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NOTE

A homicide case is closed only when the perpetrator is dead, convicted or acquitted or when Grand Jury fails to find an indictment on the grounds specified in Section 35.10, 35.15 or 35.30 Penal Law.

A homicide may be declared inactive after review and critique by the commanding officer.

RELATED PROCEDURE

Aided Case, Dead Human Body - Patrol Guide 106-9

"ADDITIONAL DATA Investigators assigned to Precinct Detective Squads will utilize COMPLAINT FOLLOW-UP REPORTS (PD313-081) (blue) if investigation results in:

- a. Reclassify CUPPI (Cause undetermined pending police investigation) cases to homicide.
- b. Reclassify from homicide to a non-homicide category, e.g., suicide.
- c. Record an arrest clearance (first arrest on case).
- d. Exceptional clearance."

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NEW YORK CITY POLICE DEPARTMENT

**DETECTIVE BOROUGH QUEENS HOMICIDE REDUCTION
PLAN (Revised 08/01/95)**

Crime statistics for the first six months of 1995 indicate that the trend toward major crime reduction in New York City continues. Shooting incidents have declined more than thirty (30%) percent while at the same time homicides are down thirty-one (-31%) percent or 263 fewer deaths by homicide in the last six months. The reduction of homicides within the jurisdiction of Detective Borough Queens is noteworthy with a fourteen (-14%) percent reduction.

The new crime strategies have been successful because of the re-energized efforts of all the men and women of law enforcement working within the Borough of Queens. However, the numbers are not in-keeping with the remainder of the City. In an effort to continue to make the Borough of Queens a safer place to live and work, we must re-double our efforts and where possible standardize intelligence gathering and the sharing of information. The four step command and control process which has fostered the implementation and success of the crime strategies must be included and highlighted in our homicide reduction plan.

1. Accurate and timely intelligence
 2. Rapid deployment
 3. Effective tactics
 4. Relentless follow-up and assessment
- All precinct detective squads will monitor the police radio and immediately respond to incidents of confirmed shootings or homicides within their precinct.
 - In cases of homicides or non-fatal shootings, the steps included in Detective Guide Section 204-3, "Investigation Homicide or Suspicious Death", MUST be complied with. Those steps include the gathering of information, notifications and reports to be made, search and preservation of crime scene, supervisors responsibilities and circumstances needed to CLOSE a homicide investigation.

NOTE: The steps included in the following Plan must be adhered to in addition to the Detective Guide procedures.

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- In all homicide investigations, Detective Borough Queens wheel and the Borough Homicide Squad will be notified immediately upon confirmation by the precinct detective squad.
- Detective Borough Wheel will immediately notify the Detective Duty Captain to respond to the incident.
- The covering squad supervisor and the supervisor from the Homicide Squad will immediately deploy necessary and available personnel to the scene of the homicide.
- In every homicide case, a member of the Queens Homicide Squad will be assigned to the investigation with the squad detective.
- The Homicide Narcotics Module will be conferred with in all shooting and homicide occurrences to determine if they have a role in the investigation. (e.g.: some cases are drug related, others are not but have parties e.g.; Victims, Witness, etc. who have a drug related background). REDRUM assistance and other high level narcotics intelligence will be sought through District Narcotics Office with the assistance of the Homicide Squad.
- In all cases where a notification was made to the Borough Narcotics unit in an effort to gain additional information on the subjects in question. A NITRO computer system query will also be performed, if feasible, based upon information. Document same on a DD 5. This increase communications between Detective Squad and Narcotics District personnel regarding shooting incidents and homicides will help to cultivate informants and make maximum use of the sharing of intelligence information.
- For record keeping purposes the Detective Guide Section 204-11, "Case Management" will be adhered to in all non-fatal shootings and homicide incidents.
- The "Investigative Plan" as per Chief of Detectives directive memo #19 cs. will be included in all cases and compliance documented. This Plan requires utilization of available technology to assist in your investigation - e.g.: warrant checks.
- Immigration contacted on non-cooperative shooting victims, family members etc. Immigration assistance given to cooperative persons.
- Once homicide perpetrator is identified, immediately place on known perps list and submit WANTED card.

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- Known perpetrator's information will be given to Detective Borough Queens Wanted Card Apprehension Team for high priority attention. Additionally, copies will be forwarded and a telephone call will be made to inform those Detective Units in other boroughs where the identified perpetrator has been known to frequent or locations where he/she may visit family or friends.
- Known perpetrator and Intelligence information to be given to Warrant Division.
- Notification: Perpetrator's photo will be added to wanted poster program distributed to each Squad, Narcotics Division, Central Booking, Local Precinct, Parole, Transit, Housing, Port Authority and Precinct Crime Info Center.
- Known homicide or shooting perpetrator to be added to all squad's photo debriefing books which each squad must show when debriefing prisoners and confidential informants, etc.
- Additional Photo and information on wanted individual(s) will be provided to Anti/Crime in resident Precinct and Precinct Detective Squads where perp may have fled to, or frequents.
- Pin maps will be prepared monthly to included homicides, non-fatal shootings and serious felonious assaults. The maps will be accompanied by a brief outline of each crime indicated thereon. Copies will be provided monthly to Borough Homicide Squad, Precinct Commanding Officer, District Narcotics, and all other surrounding precincts, Transit and Housing Bureaus, where applicable, that may be effected by the crimes reported for necessary attention by patrol.
- Narcotics Division will be requested to focus activity in target areas based upon shooting incidents and homicide analysis.
- Squad commanders will insure close working relationship and sharing of intelligence information with anti-crime, R/P, Housing, Transit and Patrol Bureau personnel.
- In all cases of Non-fatal shootings and homicides, detectives will attend Patrol Roll Call to insure that basic information and descriptions are disseminated to patrol. At the same time solicit intelligence and assistance from patrol officers.

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107-1000 10:00 FAX 051 422 1024

DETECTIVE GUIDE

PROCEDURE No.



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