BOULDER COUNTY INVESTIGATION TEAM

I. POLICY

The Boulder County Investigation team was developed by Boulder County Chief Executive Officers as a resource to all Boulder County law enforcement agencies. The Investigative Team consists of a collection of skilled investigators from county agencies and is intended to serve as a resource to conduct unbiased, objective investigations in cases when officers use deadly force or for other incidents involving in-custody deaths. The team is made available to conduct an investigation at the request of the Sheriff or Chief of Police of the involved agency.

II. PERSONNEL

A. The Boulder County Investigation Team will consist of law enforcement personnel who are designated by the Sheriff, Police Chiefs, and District Attorney, (hereinafter referred to as the Chief Executive Officers or "CEOs").

B. The team consists of a Primary Coordinator, an Alternate Coordinator, team supervisors, team members and an advisor from the District Attorney's Office.

C. The Primary Coordinator and Alternate Coordinator of the team will be selected by the CEOs. The Primary Coordinator serves as the initial contact point for investigations and as liaison between the team and the requesting agency. The primary Coordinator provides overall direction and management of each investigation, and is responsible for completing the Investigative Summary and presenting the investigation to the CEOs and the DA's Office.

D. The Alternate Coordinator shall fill the role of the Primary Coordinator in the event that the Primary Coordinator is unavailable, or if there is a conflict of interest due to the involvement of personnel from the Primary Coordinator's agency.

E. The team supervisors serve as the secondary contact point for investigations and as actual supervisors overseeing the conduct of the investigation. In the event of a conflict of interest due to the involvement of personnel from the Primary and/or Alternate Coordinators' agencies, a team supervisor shall serve as the Primary Coordinator.

F. Team members conduct the investigation and perform those duties assigned to them by a team supervisor.

G. An Assistant District Attorney or Chief Deputy District Attorney will be appointed to serve as advisor to the team, to provide legal guidance and information to members of the team.

H. All appointments to the team may be reviewed on an annual basis by the Boulder County CEOs.

III. PROCEDURES

A. The Boulder County Investigation team is available to all law enforcement agencies within Boulder County to assist, upon request, in those aspects of an investigation deemed necessary by the requesting agency.

B. The Boulder County Investigation Team will be activated only upon the request of the requesting agency's CEO or the CEO's designee having law enforcement and investigative jurisdiction for the incident.

C. The Boulder County Investigation Team will operate under the direction of the requesting agency's CEO or the CEO's designee.

D. The team Coordinator(s) will keep the requesting agency's CEO or the CEO's designee apprised of the status of the investigation throughout all phases of the investigation.

E. The Boulder County Investigation Team will perform its designated functions and present fact-finding reports to the requesting agency. Unless otherwise directed by the requesting agency's CEO or the CEO's designee and upon approval of the team Coordinator, this will be the sole responsibility of the team.

F. For cases involving the use of deadly force, the team will be responsible for conducting the criminal investigation into the facts and circumstances giving rise to the use of deadly force. The requesting agency is responsible for any internal or administrative reviews.

G. Members of the Boulder County Investigative Team do not respond to media requests for information on specific investigations. Media inquiries concerning investigations will be the responsibility of the requesting agency.

H. The completed Investigative Report, Investigative Summary and evidence collected during the investigation becomes the custodial property of the requesting or home agency, subject to criminal justice records laws and agency policy. Any release of these reports or property becomes the responsibility of the home agency.

IV. INVESTIGATION

A. Requests for assistance of the Boulder County Investigation Team will be made by the requesting agency's CEO or the CEO's designee, from the agency having primary jurisdiction for the investigation.

B. All requests for assistance will be made to the team Primary Coordinator, or if unavailable or in conflict, the Alternate Coordinator.

C. The Coordinator(s) will be provided the details of the incident and determine what personnel and equipment may be needed for the investigation.

D. The Coordinator(s) will contact the necessary members of the Investigation Team with response instructions and an assembly location. Team members will be briefed on the event and will receive investigative assignments.

V. RESPONSIBILITIES OF THE REQUESTING AGENCY AT THE SCENE

A. The requesting agency is responsible for the following:

- General security, preservation of the scene, and evidence storage
- Rendering aid to injured people
- Establishment and maintenance of a perimeter
- Identifying all witnesses and, whenever possible, detaining them for interviews by the investigative team members. If that is not possible, the full names, addresses, phone number and other particular information about the witness should be collected.
- In case of an officer–involved shooting the scene will be secured and all officers that discharged a weapon (involved) shall be taken to an agreed upon location to meet with members of the Investigative Team. The officer(s) shall be assigned an officer to accompany them to the designated location and stay with them until relieved by a member of the Investigative Team. The weapons of the officers will remain with them until pictures have been taken and the weapons collected by the Investigative Team. Any weapons not in the possession of the involved officer(s), but at the scene should not be moved or disturbed.
- Shotguns or Rifles in the possession of an involved officer(s) should be left in their original condition, with the exception of making sure the weapon's safety is engaged, and secured in the Supervisor's vehicle. A member of the Investigative Team will meet with the Supervisor and collect the weapon at the scene and/or the designated location. The weapon will be photographed per policy.
- As soon as staffing allows, officers that were on scene and witnessed the event or portions of the event (but did not discharge a weapon) will be taken to the agreed upon location to meet with the Investigative Team.
- Briefing members of the Boulder County Investigative Team.

B. Beyond scene responsibilities, the requesting agency is also responsible for:

- Conducting any internal or administrative reviews
- Handling all media inquiries and general media relations
- Providing necessary equipment, materials or supplies
- The costs of any special tests or procedures, if previously approved by the requesting agency.

VI. RESPONSIBILITIES OF THE INVESTIGATIVE TEAM

A. The investigative team is normally responsible for the following:

- Still or video photography is done by or under the direction of the investigative team members
- Sketching or diagramming of the scene is done by or under the direction of the investigative team members
- The collection of physical evidence is done by or under the direction of the investigative team members
- Interviews with any involved officers
- Interviews with any witnesses
- Transcription of any recorded interviews
- Updates to the CEOs
- Final Investigative reports
- Case presentation to the CEOs and District Attorney's Office

VII. COSTS

A. Necessary equipment may be supplied by the requesting agency and/or member agencies of the Investigative Team. If additional or specialized equipment is needed, the cost of obtaining the equipment will be the responsibility of the requesting agency.

B. Any specialized tests must be approved by the requesting agency which will be responsible for any costs pertaining to these tests.

C. Personnel costs, including overtime, will be the responsibility of the agency providing the member to the team and not the requesting agency.

D. All investigative team members while responding to a call-out, regardless of jurisdiction, will be deemed to be on duty and responding to a call or mutual aid.

BOULDER COUNTY INVESTIGATION TEAM POLICY ADOPTED MAY 28, 2008

For the Boulder County Sheriff's Office:

07-16-14

For the Boulder County District Attorney:

7/16/14

For the Boulder Police Department:

07-16-14

For the Colorado State Patrol:

07/16/14

For the Erie Police Department:

7/16/14

For the Lafayette Police Department:

For the Louisville Police Department:

7-16-14

For the Longmont Police Department:

For the Nederland Police Department:

For the University of Colorado Police Department:

For the Ward Marshal's Office: