



**SACRAMENTO POLICE DEPARTMENT
OFFICE OF INVESTIGATIONS**



560.05

DOCUMENTS AND REQUESTS FROM ALLIED AGENCIES

3-19-20

PURPOSE

The purpose of this policy is to establish procedures for receiving criminal investigation correspondence from allied agencies.

POLICY

It shall be the policy of the Sacramento Police Department to route correspondence and requests from allied agencies to the appropriate investigative unit for follow-up and response when applicable.

PROCEDURE

- A. Written correspondence received from allied agencies related to criminal investigations or potential criminal investigations, shall be routed as follows:
 - 1. Control Desk Personnel shall route correspondence to the specific unit supervisor based on the information provided.
 - 2. Unit supervisors shall review the information or request and assign it for follow-up as appropriate.
 - 3. The assigned detective shall:
 - a. Complete the follow-up investigation. If there is no follow up needed, the assigned detective will contact the requesting individual and advise him/her that no follow up will be done and why.
 - b. If the investigation requires documentation, the assigned detective may attach a copy of the original correspondence to the report in Versadex.
 - c. If necessary, ensure copies are routed to:
 - (1) The District Attorney's Office.
 - (2) The requesting agency and other pertinent units or agencies as needed.
- B. Electronic and telephone correspondence:
 - 1. Electronic correspondence (email) shall be forwarded to the appropriate unit supervisor.
 - 2. Phone correspondence shall be documented via email by the Control Desk and the email shall be forwarded to the appropriate unit supervisor.
 - 3. Once received by the unit supervisor, Sections A.2 and A.3 from this order shall then be followed.
- C. In situations where there is no known connected SPD report or incident, the detective may, with the concurrence of a unit supervisor:
 - 1. generate an IB, AB, or report on the information.
 - 2. discard with no action.