



PATROL GUIDE

Section: Arrests		Procedure No: 208-23
COMPUTERIZED INVESTIGATION CARD SYSTEM		
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PURPOSE

To ensure that an investigator originating an **INVESTIGATION CARD (PD373-163)** is notified, as appropriate, when an individual named in **INVESTIGATION CARD** comes into contact with police.

POLICY

A person may not be detained while a search for an **INVESTIGATION CARD** is conducted unless reasonable suspicion the person was committing, committed or is about to commit a felony or a Penal Law misdemeanor or there is probable cause the person committed a crime, violation, or vehicle infraction. Authority to detain a suspect ends when the tasks tied to the reason for the stop are completed or reasonably should have been completed. Once the tasks tied to the reason for the stop are completed or reasonably should have been completed, a person may not continue to be detained to search for an **INVESTIGATION CARD**.

PROCEDURE

When a uniformed member of the service becomes aware of an **INVESTIGATION CARD** in an arrest situation or a non-arrest situation:

ARREST SITUATIONS

ARRESTING OFFICER

1. Follow appropriate arrest processing guidelines.
2. Determine if prisoner is subject of an **INVESTIGATION CARD**.
 - a. Conduct name check of individual using appropriate Department resources.
3. Contact appropriate originator when an active **INVESTIGATION CARD** is discovered.
 - a. Contact appropriate Detective Borough Wheel, if **INVESTIGATION CARD** is originated by a member of Detective Bureau.
 - (1) Contact Detective Bureau Wheel, if Detective Borough Wheel is unavailable.
 - b. Contact Intelligence Bureau's Criminal Intelligence Section, Regional Intelligence Support Center (RISC), if **INVESTIGATION CARD** is originated by an outside agency or Field Intelligence Officer (FIO).
4. Comply with instructions provided.

INDIVIDUAL IS NOT UNDER ARREST

UNIFORMED MEMBER OF THE SERVICE

5. Determine if individual is subject of an **INVESTIGATION CARD**.
 - a. Conduct name check of individual using appropriate Department resources.
 - b. Determine whether **INVESTIGATION CARD** indicates individual is a:
 - (1) *Perpetrator - Probable Cause To Arrest*

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(continued)**

- (2) *Suspect Only - No Probable Cause To Arrest*
 (3) *Witness.*
6. Contact appropriate Detective Borough Wheel that originated **INVESTIGATION CARD**.
 - a. Contact Detective Bureau Wheel, if Detective Borough is unavailable.
 - b. Contact Intelligence Bureau’s Criminal Intelligence Section, Regional Intelligence Support Center (RISC), if **INVESTIGATION CARD** originated by an outside agency or FIO.
 - c. Confirm validity of **INVESTIGATION CARD**.
 7. Detain individual named on **INVESTIGATION CARD**, if described as “*Perpetrator - Probable Cause To Arrest.*”
 - a. Obtain further instructions from appropriate authority (i.e., investigator, investigative supervisor, Detective Bureau Captain).
 8. **DO NOT handcuff or otherwise physically restrain individual**, if **INVESTIGATION CARD** is described as “*Suspect Only - No Probable Cause To Arrest*” or “*Witness.*”
 - a. Inform individual he/she is free to leave at any time; **and**,
 - b. Comply with instructions provided by investigator in the “*Specific Instructions for Apprehending Officers*” caption box of **INVESTIGATION CARD**, if possible; **and**,
 - c. Attempt to get individual to voluntarily consent to remain until an investigator arrives, if applicable.

IN ALL CASES

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9. Make digital **Activity Log** entry, including pertinent information received on **INVESTIGATION CARD**, rank, name and tax number of member contacted in regard and instructions received.
10. Notify desk officer regarding **INVESTIGATION CARD**.

**DESK OFFICER/
COUNTERPART**

11. Ensure that if individual named on **INVESTIGATION CARD** is listed as “*Suspect Only - No Probable Cause to Arrest,*” “*Witness*” or unless specifically informed by competent authority that the person in question is not to be arrested, then:
 - a. Ensure individual is **NOT handcuffed or otherwise physically restrained; and**,
 - b. Ensure, individual is informed that he/she is free to leave at any time; **and**,
 - c. Ensure, the instructions provided by the investigator in the “*Specific Instructions for Apprehending Officers*” caption box of the **INVESTIGATION CARD** are performed, if possible; **and**,
 - d. Ensure an attempt is made to get individual to voluntarily consent to remain until an investigator arrives, if applicable.

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**ADDITIONAL
DATA**

Members of the service are directed to refer to [Patrol Guide 212-11, "Investigative Encounters: Requests for Information, Common Law Right of Inquiry and Level 3 Stops"](#) when detaining individuals.

**FORMS AND
REPORTS**

INVESTIGATION CARD (PD 373-163)