



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject			Policy Number
Cold Case/Criminal Apprehension Program			422
Effective Date	Revision Date	Reevaluation Date	Number of Pages
January 17, 2013	April 30, 2019	Annually	4
Reference Standards		Rescinds or Amends Policy Number	
TPCA: CALEA: 42.1.2, 42.2.7 IACLEA:			

I. PURPOSE

The purpose of this policy is to establish the development and use of a Cold Case/Criminal Apprehension capacity within the Office of the Director of Police (ODOP).

II. POLICY

The Office of the Director of Police acknowledges the need for creating a special investigative capacity within ODOP capable of investigating unsolved major felony crimes, high profile misdemeanors, or missing persons where all leads have been exhausted within the primary jurisdiction of the University of Texas System Police (UTSP).

Furthermore, ODOP recognizes the need for the apprehension of those fugitive offenders wanted by the UTSP for felony or high profile misdemeanor crimes who remain at large.

III. DEFINITIONS

Cold Case—means a criminal offense or missing persons account reported to the UTSP that has remained unsolved for over 1 (one) year after the crime was initially reported, the probative investigative leads have been exhausted, and for which the applicable statute of limitations has not expired.

High Profile Misdemeanors—means misdemeanor crimes within the primary jurisdiction of the UTSP that seriously affect the course of business, reputation of the University of Texas System or quality of life of the University of Texas System community. Examples of High Profile Misdemeanors include, but are not limited to:

1. Misappropriation of University funds
2. Missing UT System assets
3. Serial thefts
4. Sex offenses other than sexual assault

Major felony crime—means a serious felony criminal offense committed within the primary jurisdiction of the UTSP.

Examples of major felony crimes include, but are not limited to, the following:

1. Homicide
2. Sexual assault
3. Unsolved active shooter or armed intruder cases
4. Aggravated robbery
5. Burglaries
6. Missing persons/kidnap/abduction

II. STAFFING OF THE COLD CASE PROGRAM

The Cold Case Program will be staffed by Inspectors in the Office of the Director of Police and will serve at the pleasure of the Director of Police. Experienced police officers from any UT System police department may be assigned by the Director or his designee to supplement the Cold Case Program on a temporary basis after coordination with the institution Chief of Police.

III. COLD CASE INVESTIGATOR MINIMUM QUALIFICATIONS

Inspectors chosen for the Cold Case Unit should meet the following qualifications:

1. Ability to work with minimal supervision
2. Experience in homicide, sexual assault and/or other major criminal investigations
3. Expertise in interview and interrogation
4. Exceptional report writing skills
5. Proven competency in surveillance techniques
6. Demonstrated competency in writing arrest and search warrants
7. Excellent communication, interview and interrogation skills
8. Strong research skills
9. Ability to read, analyze, and interpret complex criminal cases and to establish facts to draw valid conclusions

IV. COLD CASE SUBMISSIONS AND REVIEW

Any University of Texas police officer may recommend an unsolved major felony or high profile misdemeanor offense(s) or missing persons report to ODOP through his/her chain of command. Likewise, an ODOP Inspector may also elect to recommend such an investigation. To the extent possible, all submitted cases should include:

1. Application for Cold Case Review (DP-70)
2. Original offense report and narrative
3. Crime Scene report
4. Crime Scene photos and/or videos
5. Autopsy report (if applicable)
6. Lab reports and analysis
7. Case Report
8. All supporting investigative documents and reports

9. Lists of all witnesses, suspects and family members
10. Texas Penal Code offense applicable to the time of the offense
11. Completed Cold Case Solvability Questionnaire (DP-71)

All cases received by the Cold Case Program will be reviewed and subsequently prioritized by an assigned Police Inspector based on reasonable expectations contributing to the success of solvability. After the initial prioritization of submitted cases has been completed and the solvability factors established, the Director of Police will make the final determination as to which case(s) will be adopted for further investigation by the Cold Case Program.

V. SOLVABILITY

After case review, Inspectors assigned to the Cold Case Program will prioritize submitted cases based on the following metrics:

HIGH

Known suspect, preserved physical evidence, witnesses available

MODERATE

No known suspect; physical evidence preserved witnesses available

No known suspect; insufficient evidence; witnesses available

LOW

No known suspects, physical evidence, or material witnesses

VI. COLD CASE PROSECUTOR REVIEW

Prior to initiation of the investigation, Cold Case investigators will consult with a prosecutor in the relevant jurisdiction where the crime occurred to gain insight into whether the case can be successfully prosecuted given the facts and evidence at hand.

VII. PERIODIC REVIEW

Each case adopted by the Cold Case Program will be reviewed on a monthly or as needed basis, and the results reported to the Director of Police in writing. The case evaluation review will examine the following issues, to include:

1. An assessment of the investigation's current processes and progress
2. Investigation strategies—near term
3. Investigation strategies—long term
4. Manpower allocation
5. Expenditures to date

VIII. CONTACTING VICTIMS AND/OR VICTIM'S FAMILIES—HOMICIDES AND SEXUAL ASSAULTS

The reinvestigation of a homicide or sexual assault case may cause renewed psychological trauma to the victim and/or victim's families. Cold Case officers will partner with victim service providers prior to initial contact in an attempt to assure that survivors receive the services they need during the investigation.

When it has been determined that family members of the victim have been ruled out as potential suspects, they will be contacted by the assigned Inspector and victim's assistance representative and advised that the case has been reopened.

Regular contact and truthfulness are two of the most important needs that survivors have of law enforcement. In order to maintain a communication conduit with homicide or sexual assault survivors, a designated Inspector in the Cold Case Program will routinely contact survivors to share information with them on a "need to know" basis. In addition, the Inspector will also provide any change in status of the case to the survivor(s).

VIX. FELONY CRIMINAL APPREHENSION

Any University of Texas police officer may submit a wanted felon or high profile offender for consideration through his/her chain of command. Furthermore, on a regular basis, regional Inspectors will contact their respective institutions and request a list of outstanding high profile misdemeanor and/or felony warrants. All submissions should include the following:

1. Original offense report and narrative
2. All supporting investigative documents and reports
3. Case Report
4. Lists of all witnesses, suspects and family members
5. Residence and vehicle lists
6. Photos and videos

All fugitive suspect packets received by the Cold Case Program will be reviewed and subsequently prioritized based on reasonable expectations contributing to the success of apprehension. The Director of Police will make the final determination as to which offenders, if any, will be adopted for further investigation and pursuit by the Cold Case Program.



Michael J. Heidingsfield
Director of Police

**UNIVERSITY OF TEXAS SYSTEM POLICE
APPLICATION FOR COLD CASE REVIEW**

Investigating Agency:		Agency Contact:	
Agency Phone:		Agency Case Number:	
Type of Crime:		Date of Crime:	
Victim's Name:			
Agency Reports?		Are all police reports available?	
Other Agency Reports:			
Interviews?			
Are all case investigator/detective notes accounted for?			
Does a complete index of all names associated with the case exist?			
Are all current and available leads exhausted?			
Are all laboratory reports available?			
Is a crime scene reconstruction available?			
Are crime scene photographs available?			
Are additional photographs available from the crime lab?			
Is a crime scene video available?			
Is a crime scene sketch/diagram(s) available?			
Is a crime scene description available?			

Victimology

(If there are multiple victims, complete for each victim.)

Name:							
Aliases:				Nicknames:			
Address:				Photograph from the time of the homicide?			
Social Security Number:				Date of Birth:			
SID:				FBI Number:			
Gender:		Race:		Physical age:		Age:	
Height		Weight		Hair color		Hair length:	
Eye color:			Facial hair:				
Dental characteristics:							
Description of clothing, jewelry, glasses:							
Scars, marks, and tattoos:							
<ul style="list-style-type: none"> • Location • Are photographs available? 							
Outstanding features:							
Occupation:				Employer:			
Lifestyle:							
Member of associated group, organization, or gang:							
Marital status:			Living arrangements:				
Was the victim's property taken?				Was the stolen property entered into NCIC?			
Involvement in other crimes				Was a ViCAP entry made?			
<ul style="list-style-type: none"> • If so, are reports available? 				<ul style="list-style-type: none"> • Was a ViCAP report obtained? • Is the report available? 			
Is any investigation currently in progress?				Is any investigation currently in progress by any other agency?			
Is this case suspected to be part of a series of homicides?				Copies of all property receipts?			

Suspect/Person of Interest:

Is there a suspect/person of interest?			Photograph from the time of the homicide?		
Suspect background:					
Current location of suspect known?					
DNA sample obtained?			Analyzed?		
Lifestyle:					
CCIC Work-up (QH/DL/PHOTO)		QH?		DL?	
Suspect interview conducted?				Audio/Video recording?	
Complete Timelines for:					
• Crime scene					
• Victim					
• Suspect, if known					
• Complete case					

Sexual Component to the Crime:

Is there an indication of sexual activity or attempted sexual activity with the victim?		
Type of sexual activity or attempt:		
Was there any foreign object insertion?		
• Location on body:		
• Type of object:		
Was the victim sexually assaulted?		
• Semen located		
• Location on body		
Did the offender possess any sex-related paraphernalia/devices?		
• Type of paraphernalia/devices:		
Did the offender possess sex-related collections?		
• Type of collections:		
What were the offender's sexual practices and preferences?		
Did the offender experience sexual dysfunction?		
• Type of dysfunction		
What was the level of force used by the offender?		
Did the offender use any verbal activity?		
• What was said?		
Did it appear the offender was operating from a ritual/mental script or fantasy?		
Did the offender display any obvious fetishes?		
Did the offender use any special props?		
How did the offender/victim contact end?		
Was the victim sexually mutilated?		

Coroner Information:

Are all autopsy photographs available (agency, pathologist, coroner)?	
<ul style="list-style-type: none">• Is the autopsy report available?	
<ul style="list-style-type: none">• Are all coroner's reports and toxicology reports available?	
Are any reports by anyone else who examined the case available?	
If reports are not available, explain:	

Laboratory Information:

Is there physical evidence?						
Has the physical evidence been inventoried recently and is it still available?						
Has the evidence been examined by the current detective?						
Was all physical evidence located?						
Were fingerprints recovered?						
		Victim		Suspect		Other(s)
<ul style="list-style-type: none"> Where were the fingerprints recovered? 						
<ul style="list-style-type: none"> Have the fingerprints been entered into A.F.I.S.? 						Date
<ul style="list-style-type: none"> Have the fingerprints been entered into I.A.F.I.S.? 						Date
Biological Evidence						
<ul style="list-style-type: none"> DNA 						
<ul style="list-style-type: none"> Known 						
<ul style="list-style-type: none"> Unknown 						
<ul style="list-style-type: none"> Blood 						
<ul style="list-style-type: none"> Spermatozoa 						
<ul style="list-style-type: none"> Saliva 						
<ul style="list-style-type: none"> C.O.D.I.S. 						Date
<ul style="list-style-type: none"> Other 						
<ul style="list-style-type: none"> Has a DNA identification been made? 						
<ul style="list-style-type: none"> Has DNA analysis been completed? 						
<ul style="list-style-type: none"> Are results of the DNA analysis available? 						
<ul style="list-style-type: none"> Has a DNA profile been obtained? 						
Trace Evidence (Fiber, Glass, Paint, etc.)						
Analyzed						Date
Results						
Bite Marks						
Examined by a forensic odontologist						Date
Results						

Other Patterned Injuries

Examined Date		Results	
Are there tire impressions?			
Evaluated Date		Results	
Tool Marks			
Evaluated Date		Results	
Are there footwear/print impressions?			
Evaluated Date		Results	
Was handwriting analysis conducted?			
Evaluated Date		Results	

Investigation Information:

Are there witnesses?	
<ul style="list-style-type: none"> Are the witnesses living? 	
<ul style="list-style-type: none"> Are key witnesses' locations known? 	
<ul style="list-style-type: none"> Polygraph administered 	
<ul style="list-style-type: none"> Results 	
Date	

Weapon Information:

What kind of weapon was used?	
<ul style="list-style-type: none"> Was the weapon recovered? 	
Firearm	Type
Evaluation	Date
Results	
Were any projectiles/casings recovered?	
Were the projectiles/casings entered into NIBIN?	
Results	Date
NIBIN hits received	

Blunt force object

What type of object?			
Recovered			
Analyzed		Date	
Edged weapon (e.g., knife)			
Recovered			
Analyzed		Date	
Is there other evidence?			
If so, what type?			

Complete Case Timeline:

Include case personnel and indicate when duties changed.

Are the detectives previously involved in this case available?			
Name(s)			
By phone?			
In person?			
Has the case ever been reviewed before?			
By whom?			
Date(s)			
Findings			

Media Releases:

CrimeStoppers		Is there a copy of what was done?	
Newspaper		Is there a copy of what was done?	
Television		Is there a copy of what was done?	
Radio		Is there a copy of what was done?	
Internet		Is there a copy of what was done?	

Potential Legal Concerns:

Chain of custody	
Miranda	
Search and seizure	

Brief Synopsis of Case: (1,000 words or less) or (6,000 characters or less)

**Send the application and cover letter from head of agency on agency letterhead to:
UNIVERSITY OF TEXAS SYSTEM POLICE**

**UNIVERSITY OF TEXAS SYSTEM POLICE
COLD CASE SOLVABILITY QUESTIONNAIRE**

1. Was this case classified as a homicide or sexual assault per Penal Code definition at the time of incident?	Yes		No	
If not, how was this case classified?				
2. If a homicide, was the victim's body located?	Yes		No	
3. If a sexual assault, was a rape kit collected?	Yes		No	
4. Were there witnesses to the homicide/sexual assault?	Yes		No	
Are the witnesses still available?	Yes		No	
5. Is the victim of the sexual assault available and willing to testify?	Yes		No	
6. Is there evidence related to the homicide/sexual assault still available?	Yes		No	
7. Was a Crime Laboratory analysis performed?	Yes		No	
If "Yes," was any type of DNA results obtained?	Yes		No	
8. Was this case presented to the County Attorney's Office for issuing?	Yes		No	
If "Yes," what was their opinion?				
9. Was all the evidence related to this case reviewed?	Yes		No	
By what Investigator?				
By what Crime Lab DNA Analyst?				
10. Is the evidence viable for current scientific examination standards?	Yes		No	
By what DNA Analyst				
11. Is the evidence viable for current prosecution standards?	Yes		No	
By what Investigator or Prosecutor?				
12. After round table review, is this a workable "cold" case?	Yes		No	
Assigned Investigator		Date		
DNA Analyst Date		Prosecutor (If applicable) Date		