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SURVEY OF CRIMINAL INVESTIGATION SYSTEM
COSTA RICA
BY: Robert Cavanaugh, USAID/Venezuela
Date: July & August 1971

AGENCY FOR INTERNATIONAL DEVELOPMENT

UNITED STATES A.I.D. MISSION TO COSTA RICA



U.S.A.I.D.

UNITED STATES EMBASSY
SAN JOSE, COSTA RICA

Sept. 10, 1971

Mr. Peter Ellena, Chief
Office of Public Safety
Latin American Branch
Agency for International Development
Washington, D.C.

Dear Pete:

Am enclosing two English copies of Robert Cavanaugh's study of the Criminal Investigation System in Costa Rica. As soon as the Spanish version is printed we will send it along.

Also enclosed is one English copy for Cavanaugh along with a personal note to him. I would appreciate it if you could get it to him, wherever he may be.

Looking forward to seeing you all in October.

Sincerely,

Andrew J. Best
Chief Public Safety Advisor
USAID/Costa Rica

Encl.

OPS/LA Rollins
PEllena
CFBernal
JHCaldwell
AJLee <i>Lee</i>
Remarks
FILE <i>Stand-up file</i>

A SURVEY
OF THE CRIMINAL INVESTIGATION SYSTEM
OF
COSTA RICA

by the

OFFICE OF PUBLIC SAFETY
AGENCY FOR INTERNATIONAL DEVELOPMENT

August 1971

LAW ENFORCEMENT CODE OF ETHICS

As a LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosity or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and
I accept it as a public trust to be held so long as I am true to the ethics
of the police service. I will constantly strive to achieve these objectives
and ideals, dedicating myself before God to my chosen profession
law enforcement.

FOREWORD

This report is the result of a general survey of the Criminal Investigation System in Costa Rica. The study was initiated as a result of a written request by the Ministry of Public Security.

Field work was conducted for 30 days during the month of July and August 1971 by Mr. Robert Cavanaugh, Public Safety Advisor, Office of Public Safety, Washington, D.C.

Mr. Cavanaugh received full courtesy and cooperation from the Costa Rican officials with whom he came into contact. Special thanks to Minister of Public Security Fernando Valverde Vega and Acting Director of Detectives Rosendo Herrera Badilla for their assistance.

CONTENTS

<u>CHAPTER</u>		<u>PAGE</u>
I	INTRODUCTION	1
	Survey Purposes and Scope	2
	General Findings	3
II	ORGANIZATION	5
	Directorate of Criminal Investigations Legal Status	5
	Present Structure	7
	Preliminary Report System	8
	Staffing Patterns	10
	Director of DCI and His Immediate Subordinates	16
	Detectives Assignments	16
	Narcotics	17
III	ALLOCATION AND DISTRIBUTION OF MANPOWER	18
	Present Distribution	20
	Manpower Requirements	21
IV	MANAGEMENT AND ADMINISTRATION	25
	Operations	25
	Administration of Criminal Cases	29

CHAPTER

PAGE

IV (Continuation)

Preliminary Investigation/Follow Up
Investigation System 32

Informant Handling and Dissemination of
Information 35

Standard Equipment for Detectives 39

Processing Arrested Persons 40

Supporting Services Transferred to Ministry
Administrative Division 42

Vehicles 45

Budget 47

V PERSONNEL 50

Recruitment and Selection 50

Salaries 53

Training 56

Promotion 57

Working Conditions 57

Disciplinary Procedures 59

Charts, Tables, Forms

<u>Number</u>		<u>Page</u>
1	Ministry of Public Security Current Organization	9
2	Directorate of Criminal Investigations Current Organization	11
3	Proposed Organization, Ministry of Public Security with new Distribution of DCI Functions	13
4	Proposed Organization - DCI	14
5	Current DCI Personnel Distribution	20
6	Proposed DCI Personnel Distribution	24
7	DCI Personnel Education and Experience	51
8	Recommended Relationships Future Salary Changes	55
	Table 1 - DCI Position Titles	15

CHAPTER I

INTRODUCTION

Criminal Investigation - i.e. investigation of crimes to determine the who, what, when, where, how, and why, involves all members of the police - not just the Detectives or Investigators.

Crime occurs in a random fashion and the more time that passes before the investigation begins, the less chance there is of learning the "who, what, when, where, how, and why".

The uniformed policeman prevents some crime by his high visibility patrol. He usually arrives first at the scene of "post facto" crimes (already committed) and sometimes captures the offender. Some post facto or follow-up investigation of crimes will be carried out by the uniformed police.

Most post facto investigations are the responsibility of the Detective or Plain Clothes Investigator. These specialized policemen must have full cooperation and coordination with their uniformed brothers. The patrol policeman is known world-wide as "the eyes and ears" of the Detective.

Survey Purposes and Scope

This survey resulted from a request from the Government of Costa Rica to the Agency for International Development in June 1971.

The request was for a study and recommendations for the restructuring and overall modernization of the "Dirección de Investigaciones Criminales" (Directorate of Criminal Investigations) which is the only organization of the C.I. type in Costa Rica.

The survey scope includes an analysis of the present DCI organization, administration, personnel, operation and interaction with other governmental entities such as the urban police (Guardia Civil), rural police (Guardia de Asistencia Rural) and the Judicial.

During the course of the survey, extensive interviews were held with over 50% of the DCI personnel including all six provincial detectives. Government of Costa Rica officials from the Supreme Court, Ministry of the Presidency - Office of Planning, National Police School and the Civil Guard were included in these interviews.

It should be pointed out that most of the recommendations contained in this report were obtained from those same Costa Rican officials, many of whom are quite qualified in their fields.

Conversely, the criticisms listed in the report came from these same persons and are frankly stated in a positive manner with a constructive

purpose.

General Findings

The following are the general findings for easy reference. Detailed discussions of each area are provided in the remaining chapters of this report.

*The organizational structure should be redesigned to facilitate good management practices and more effective control of criminal cases.

*The personnel of DCI are incredibly short handed in spite of which they accomplish a surprising amount of work.

*Experienced uniformed policemen should be trained immediately in Criminal Investigations and assigned to DCI to augment this important public service.

*All uniformed police should receive in-service training in the "Preliminary Investigation" (PI) and a system should be implemented very soon whereby the uniform division makes the PI and a WRITTEN report, copies of which go to DCI for the "Follow-up Investigation" (FI).

*DCI personnel should be called to the scene by Patrol to make the PI

on certain serious crimes .

* Personnel selection standards must be established and adhered to.

Investigative personnel should be "promoted up from patrol" and new CI men should start at the class D level and work up.

* Written directives , additional supervision, inspection and case controls should be established .

* Administrative functions such as personnel, police records, photographic lab, fingerprint/criminal identification, statistics, should be transferred to the Administration Division of the Ministry .

* Present physical facilities are inadequate for current staff; must be expanded and such basic facilities as interview rooms provided .

* Narcotics should be made a separate national agency .

CHAPTER II

ORGANIZATION

Directorate of Criminal Investigations (DCI)

The Directorate of Criminal Investigations was established by law in 1923. The following is the decree issued by the Constitutional Congress of the Republic of Costa Rica.

(Translation from Spanish)

THE CONSTITUTIONAL CONGRESS OF THE
REPUBLIC OF COSTA RICA

By Initiative of the Executive Power

DECREES:

Article 1 - The establishment of the Investigation Agents' Corps whose immediate Chief will be its Director General, with nationwide jurisdiction and headquarters in the capital of the Republic.

Article 2 - The Investigation Agents will have the necessary authority and primarily the faculty to perform domiciliary searches adjusting to the dispositions of Article 714 of the Fiscal Code, to discover or investigate crimes; to search, persecute, or apprehend suspects or criminals; and to obtain or capture objects related to the crimes or that may be useful in the investigation of these; each one to facilitate the actions of the corresponding judicial authority.

Article 3 - The Investigation Agents will use every scientific procedure adopted by civilized nations for the clarifying and prosecuting of the criminal actions and its perpetrators . Under no circumstances are they permitted to employ torture as a means of investigating .

Article 4 - The Investigation Agents are absolutely forbidden to mediate in political actions .

Article 5 - All members of the Investigation Corps will be subjected to what Articles 78 and 80 of the General Organization Army Law prescribe and will be placed under the direct command of the Secretary of State in the Public Security Office .

Article 6 - Under no circumstances can the members of the Investigation Corps accept money or reward from civilians . Their principle should be that honor and desinterestedness are virtues essential to all judicial police . Those who violate this disposition will be punished with destitution .

Article 7 - The Executive Power will rule the functions of all and every one of the members of this new institution and will assign their attributions .

Transitory Article

This law will rule from the date of its publication . (April 13, 1923)

As stated in the foregoing decree, the DCI has legal, nationwide responsibilities for the "post facto" type criminal investigation, i.e. after a crime has occurred .

Present Structure

DCI has a total of 88 personnel. Of the total, 82 are assigned to the Directorate in the capital city of San Jose and one investigator is assigned to each provincial capital. Only 39 are actual field investigators; the remainder of the personnel are fulfilling administrative duties or are assigned to the Identification Section. The detectives assigned in the provinces are attached to the Civil Guard unit in the province capital. All but one provincial detective has a helper who is a Civil Guardsman assigned to help him.

Present Organization

As shown on the chart page 9, the Directorate of Criminal Investigations operates as a near autonomous unit within the Ministry of Public Security. The Director of DCI is subject to direct orders and instructions from the Director General of the Civil Guard and relations at that level are excellent. However, there is very little coordination at the working level between Patrol and DCI.

The primary reason for this is the extreme shorthandedness of the DCI personnel and the other even more critical is the absence of a written

Preliminary Report system which should originate in the uniformed division.

An hypothetical case should help to explain the problem. A citizen returns home from the movies at 11:30 pm to find that his home has been broken into and several thousand dollars worth of property stolen. The citizen calls Radio Patrol and shortly a policeman arrives. He makes a preliminary investigation and seeks to solve the crime.

If he is unsuccessful he will advise the victim to "go to DCI tomorrow and make out a complaint". The victim cleans up the broken glass, erasing all hope of scientific evidence and goes to bed. The following day he may spend up to a half day "making the complaint". This time is spent with a second government employee who tries to duplicate the patrolman's preliminary investigation - AT DCI. The case report is then typed and finally assigned to a third government employee (detective) who is supposed to go to the scene to make the preliminary investigation - for the third time.

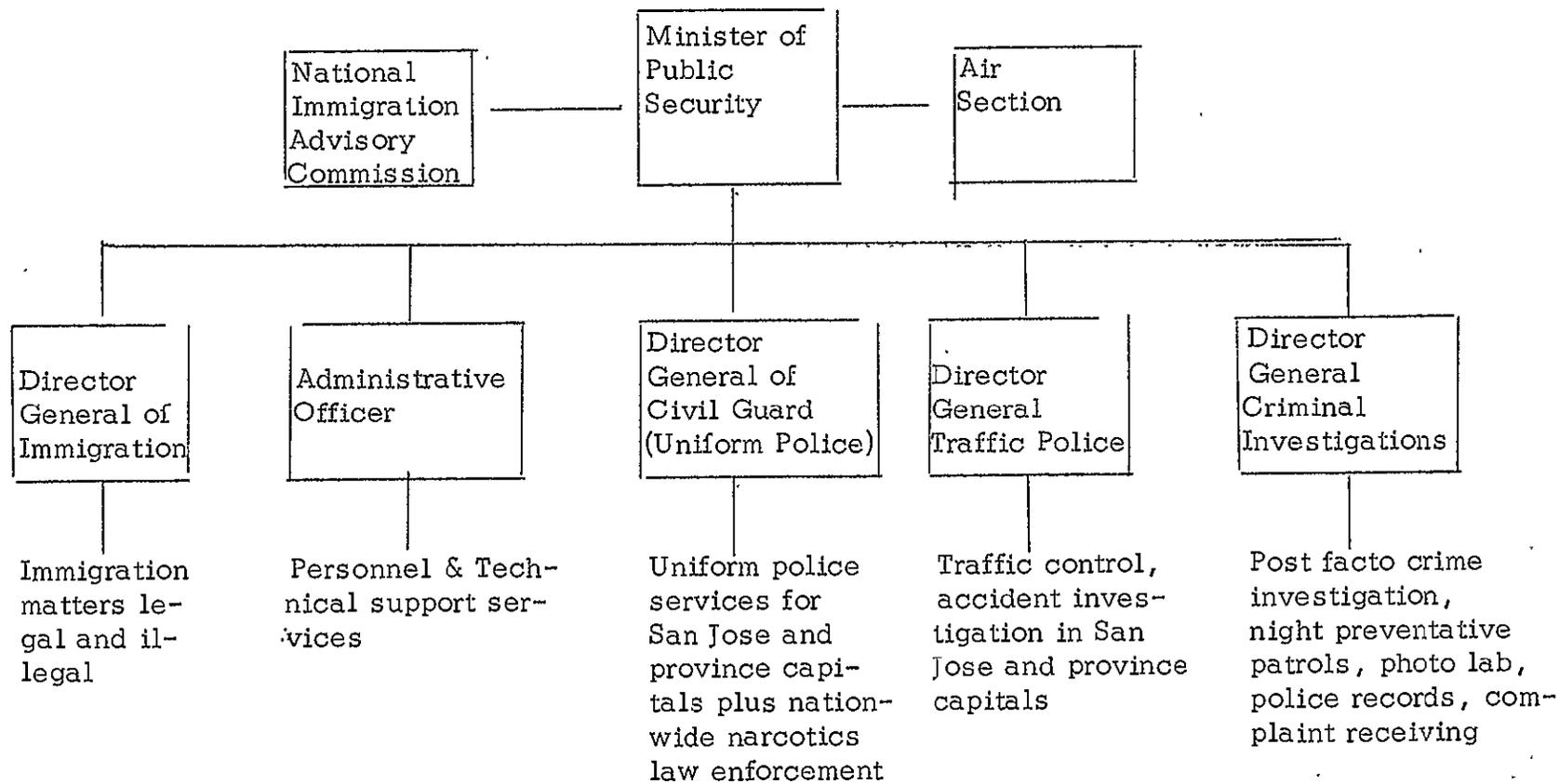
The major point to the foregoing is that a well-trained uniformed patrolman could make the PI: take the complaint in longhand and then pass it on to DCI. The investigator could then continue the investigation.

CHART I

MINISTRY OF PUBLIC SECURITY

Current Organization

(Showing Relationship of DCI to Other Units of the Ministry)



Staffing Patterns

Costa Rica has nearly two million inhabitants . Fourty investigators for two million persons leaves approximately fifty thousand persons per investigator. Stated another way, Costa Rica has nearly 5000 police nationwide. Most modern police administrations agree that from eight to twelve percent of the police should be assigned to Criminal Investigations field.

By this scale - using ten percent as an average - Costa Rica should have near five hundred Criminal Investigations Personnel.

Costa Rica is a fast-growing country both economically and in population. The scale of crime today is on the moderate side compared to other countries, but the crime rate is increasing. Additional government resources must be allocated to this area very soon to avoid a much more serious problem in the very near future.

The chart on the next page shows the current actual organization of DCI. It should be noted that DCI has its own administrative and technical service units. The Ministry of Public Security also has these units more or less as a main branch, with the DCI having "branch" units.

CHART I

MINISTRY OF PUBLIC SECURITY

Current Organization

(Showing Relationship of DCI to Other Units of the Ministry)

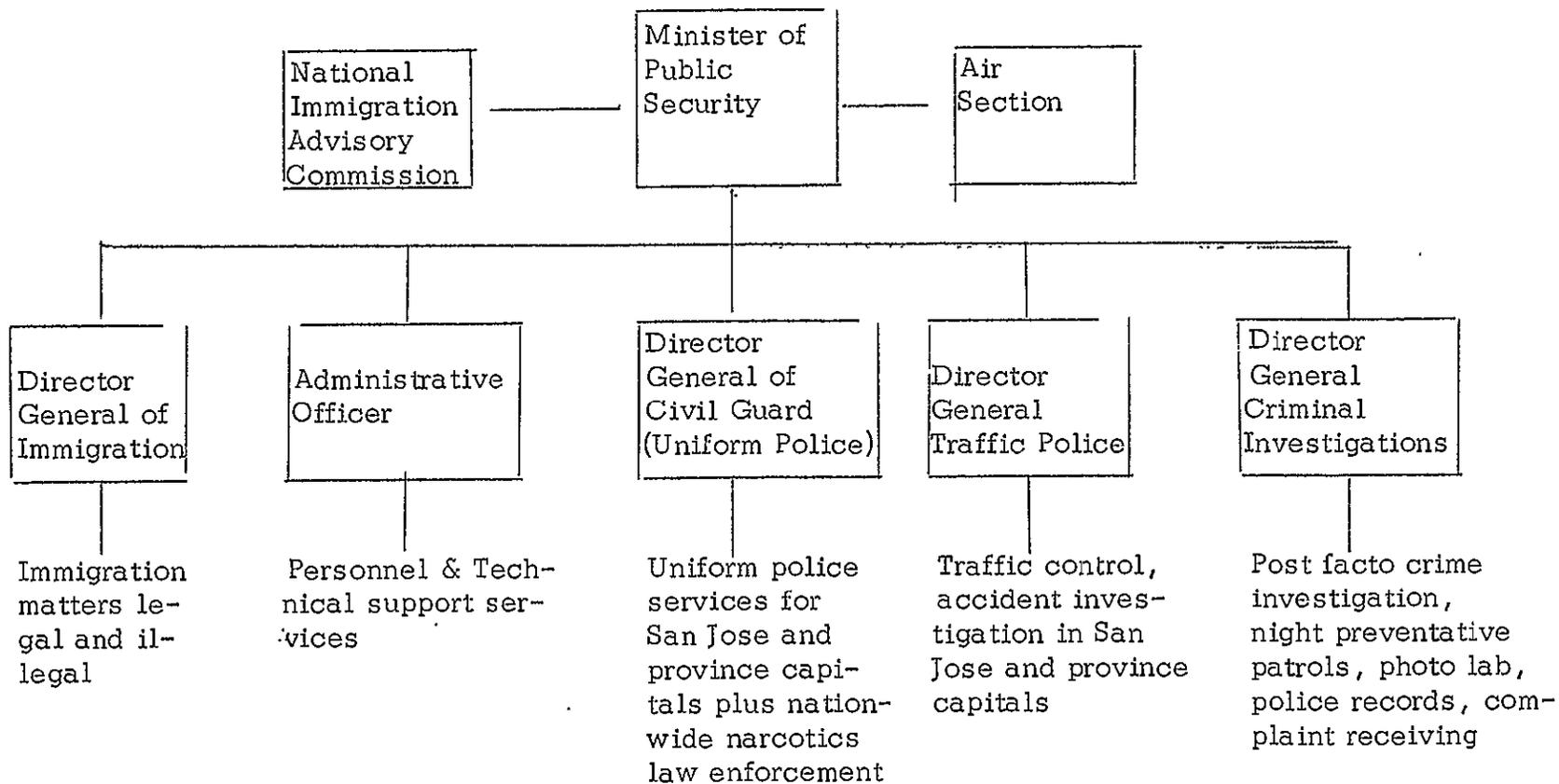


CHART 2

DCI - CURRENT ORGANIZATION

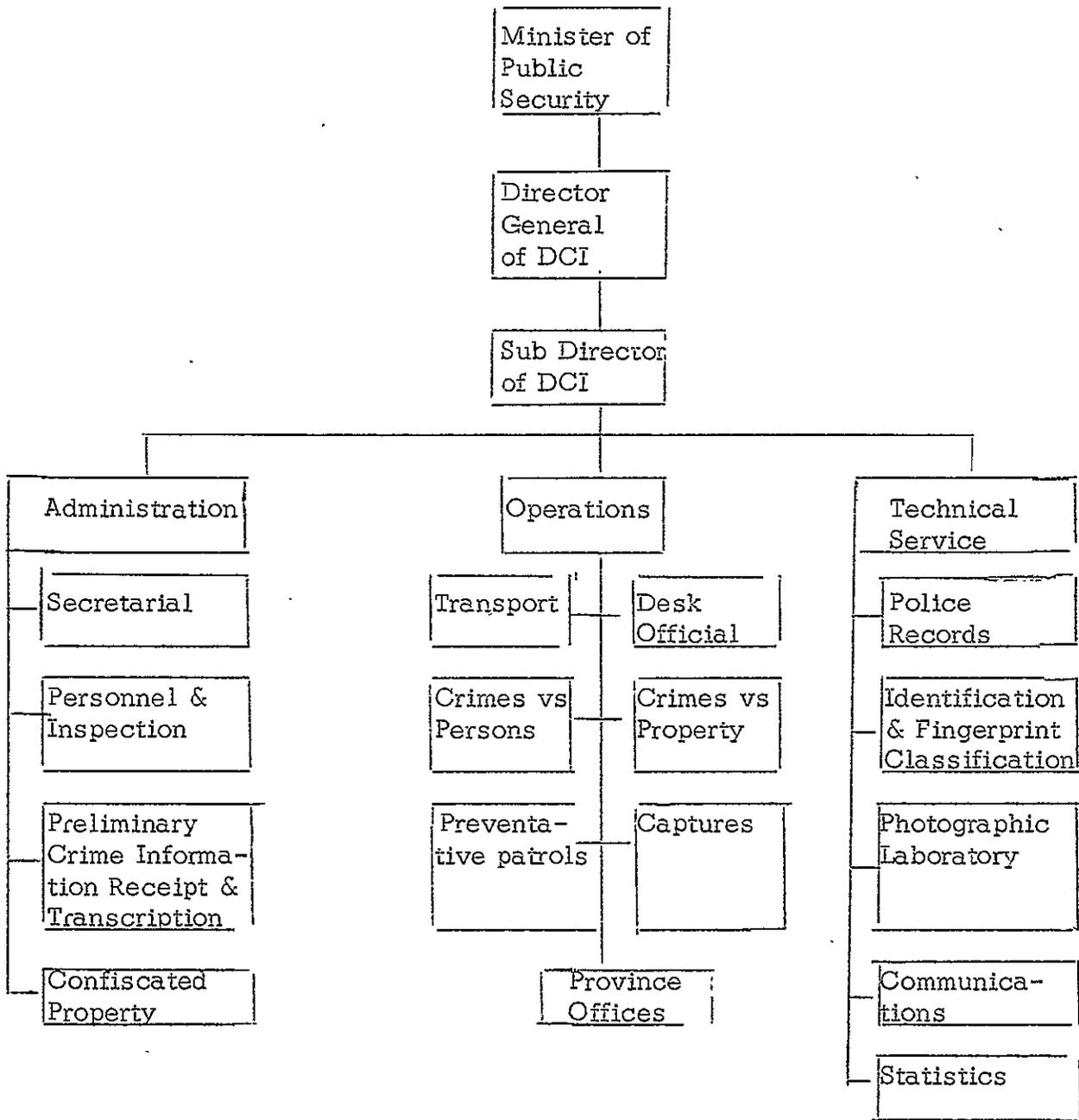


Chart 3 shows the suggested organization of the Ministry of Public Security with the DCI as a major sub-division of the Civil Guard.

The Technical Support functions have been transferred to the Administrative Office to separate line or operations type functions from the administrative.

It is recommended that DCI remain a centralized type organization under this construction rather than attempting to completely integrate the investigative personnel at the precinct level. This sort of integration would be desirable in very large cities like Rio de Janeiro, Los Angeles or Chicago.

Chart 4 shows the recommended organizational structure of the DCI. Note that Narcotics Enforcement has been eliminated in accordance with the recommendation that Narcotics be a separate national agency.

CHART 3

PROPOSED ORGANIZATION -- MINISTRY OF PUBLIC SECURITY

with

NEW DISTRIBUTION OF DCI FUNCTIONS

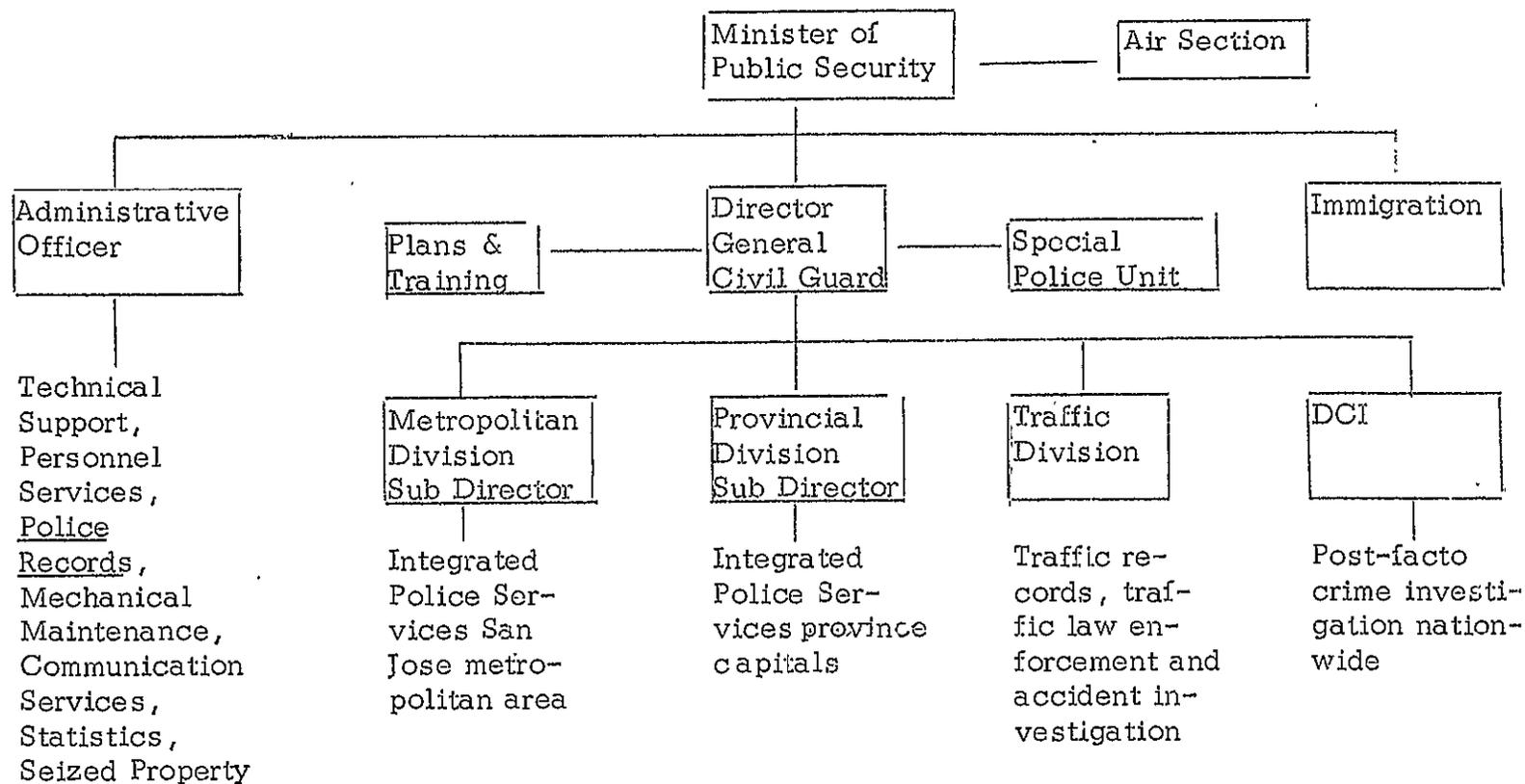


CHART 4

PROPOSED ORGANIZATION DCI

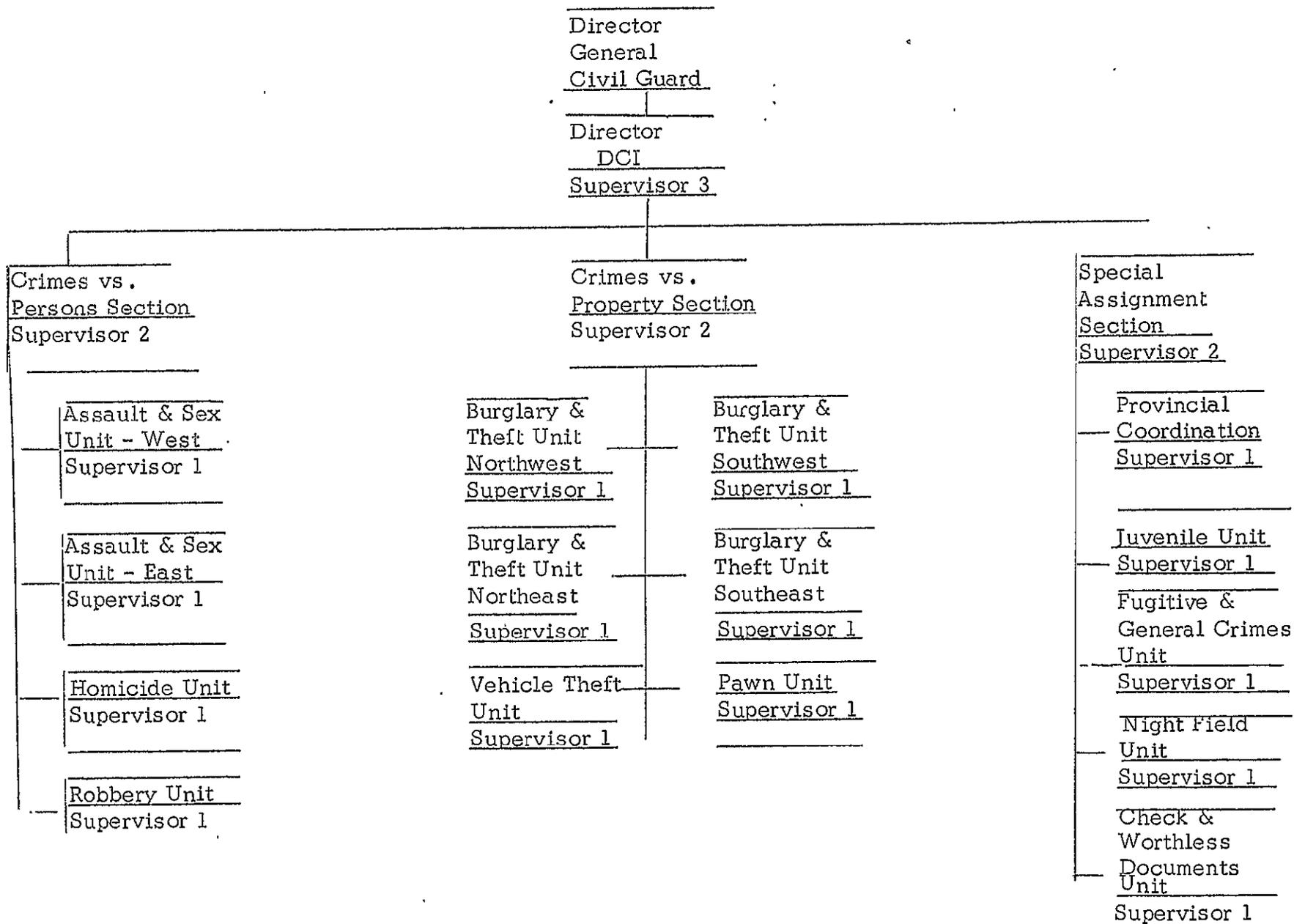


TABLE 1
DCI POSITION TITLES

<u>CURRENT</u>	<u>PROPOSED</u>	<u>APPROXIMATE MILITARY EQUIVALENT</u>
DIRECTOR	DIRECTOR	Lt. Col.
SUB DIRECTOR	ELIMINATED	
OPERATIONS CHIEF or INSPECTOR	SUPERVISOR 2	Major
DETAIL OR SQUAD CHIEF	SUPERVISOR 1	Captain
DETECTIVE "A"	DETECTIVE A	1st Lt.
DETECTIVE "B"	DETECTIVE B	1st Lt.
DETECTIVE "C"	DETECTIVE C	2nd Lt.
	DETECTIVE D	2nd Lt.

NOTE:

Approximate military equivalent based primarily on respective levels of responsibility for each level, rank or position.

Director of DCI and His Immediate Subordinates

It should be noted that the position of a single sub-Director has been eliminated and in place are four "second level supervisors" each with a specific area of responsibility. This is one of the most critical areas in the successful operation of a line unit. A single sub-Director system almost always creates more problems than it solves. Frequently with two good men in the Director/Sub-Director slots, one is not fully utilized.

However, if we divide the various areas of responsibility we can utilize each second level supervisor to the best advantage and also very important - poor performance is readily spotted.

Each of the "units" shown on the chart would be headed by a first level supervisor (See Table 1 page 15. for explanation of levels in DCI) who would have the necessary number of investigators to carry out his responsibilities.

Detective Assignments

Most of the DCI personnel should be assigned to the day shift working 8A - 4P, 9A - 5P, 10A - 6P, 11A - 7P as these are the hours when most persons are available - either victims, witnesses, suspects, lawyers, judges, etc. The night crew should be rather small and should follow up on leads that for some reason the day crew could not follow on.

The geographical breakdowns shown on chart 4 page 14 are intended for the Central Plateau region with the DCI personnel working out of the San José Headquarters.

Provincial detectives should continue to be assigned to the Civil Guard Headquarters in the 6 capital cities and work directly under the local commander. No detective should be assigned to a province headquarters without concurrence with that commander and when possible should be a "local" policeman promoted to detective.

Narcotics

During the time this study was taking place, the Narcotics Unit was transferred to the DCI. Due to the basic differences in the Narcotics/Vice type investigation, it is recommended that this unit be a separate agency. Narcotics and Dangerous Drugs control is rapidly increasing in overall importance. A nation such as Costa Rica can now justify such an agency in order to combine all the various resources in this area to more effectively combat this problem.

CHAPTER III

ALLOCATION AND DISTRIBUTION OF MANPOWER

Present Distribution

As shown on chart 5, page 20, the current distribution of the DCI personnel is 82 out of 88 stationed in San Jose and 6 for the rest of the nation - one in each provincial capital outside of San Jose.

There are actually 45 "Investigators" or "Detectives" of the 88 total positions, the balance of 43 are administrative or supervisory positions.

As in the rest of the Civil Guard - the Detectives are not under a career service system and are ordinarily released from service every four years. This change in personnel is made possible by a system known as "Ask to be discharged" (Pedir la baja) at or near the end of each administration. In this case the detective literally asks his superiors to be discharged and when they do so the employee is due lump sum payments (prestaciones) which can amount to a comparatively large sum of money. This is very attractive to an individual who knows he has no career status and may lose his job regardless when the "new" government takes over.

The second means used for the high turnover at the beginning of a new administration is the dropping of employees for "reorganization purposes".

Between the two systems mentioned most of the desirable positions will be vacated and new personnel hired. These new personnel are placed in their new positions with little regard for training or basic qualifications because of the necessity of selecting large numbers of employees quickly to fill the now vacant positions. By the same token, the new employees cannot be given training because there would be no one to do even the minimal job while such training is under way.

In spite of the deficiencies noted above the DCI personnel do an amazingly large amount of effective detection work. Given the proper training, manpower and equipment support, the DCI could be one of the better of such organizations.

CHART 5

PERSONNEL DISTRIBUTION (ACTUAL)

DIRECTORATE OF CRIMINAL INVESTIGATIONS

Total - 88

PROVINCE

SAN JOSE (Capital)	82
Headquarters	
Actual Field Investigators	39
ALAJUELA	1 Detective
	<u>1</u> (Guardia Civil)*
	2
CARTAGO	1 Detective
	<u>1</u> (Guardia Civil)
	2
GUANACASTE	1 Detective
HEREDIA	1 Detective
	1 (Guardia Civil)
LIMON	1 Detective
	<u>3</u> (Guardia Civil)
	4
PUNTARENAS	1 Detective
	<u>2</u> (Guardia Civil)
	3
Total Detectives	88
Actual Investigators	45

* Guardia Civil - Uniformed Men Working in Plain Clothes to Assist Detective - Total - 8

Manpower Requirements

As shown in chart 5, page 20, the manpower requirements for investigative personnel are much larger than currently available. As previously stated, the ideal for Costa Rica would be near 400 or 500 investigators for the entire nation. However, a reasonable target figure within the actual possibilities of today would be closer to 200 total investigators.

Approximately 30% should be distributed in the provinces outside of San Jose. Each contingent of Provincial Detectives should be attached to the Civil Guard "Comandancia" in each capital city. Each contingent should have a first level supervisor who reports directly to the local commander. The Provincial Coordinator (see chart 4 page 14) would travel continuously to the provinces inspecting the DCI operations there and making written reports to both the local commander and the Special Assignment Section Supervisor. In this manner the local commander maintains complete command of the men in his jurisdiction and has the valuable assistance of the Provincial Coordinator to keep all systems working along the same lines.

It must be clearly understood that the Provincial Coordinator has no command authority. It is his responsibility to inspect. When he encounters something that he feels is improper, his written report should so state. The local commander then can correct the problem. If he concurs with the PC's

evaluation. If the local commander does not concur, he must state his reasons in writing to his immediate superior. The matter is then discussed at the Director General level and a decision reached. All concerned i.e. local commander, provincial coordinator, provincial DCI supervisor, would then be informed again - in writing - by the Director General.

A system of this type is extremely important if policies and procedures are to be uniform throughout the country. Otherwise the empirical system variations noted will continue and grow worse as the staff increases.

It is recommended that a minimum of 200 uniformed policemen be selected and trained in investigative techniques and assigned to DCI. The first group of 40 candidates should receive the 10 week course contained in Annex I, page 62. As soon as the first group has completed five weeks another group of 40 should begin the course. This process should be repeated until the 200 are trained and working. The current investigative staff should begin the course as soon as the first 80 men are actually on the job.

A preliminary investigative system requiring the uniform division to actually investigate and make the complaint out at the scene to save duplication of effort on the part of the victim should be adopted. Having to repeat his story to two or three different persons at different times

. duplicates the investigation on the part of the various police, wastes the time of the victim and actually lessens the possibility of solving the crime.

It should be remembered why crimes are investigated - i.e. to learn who committed them, when, where, etc.

CEARI 6

PERSONNEL DISTRIBUTION (PROPOSED)

<u>PROVINCE</u>	<u>STRENGTH</u>
SAN JOSE	146
ALAJUELA	8
CARTAGO	10
LIMON	10
HEREDIA	8
PUNTARENAS	10
GUANACASTE	<u>8</u>
TOTAL	200

NOTE: Strengths noted are investigative or supervisory personnel only in accordance with the recommendation to transfer DCI administrative and personnel functions to the Minister's Administrative Division. Province capitals, other than San Jose should have one DCI supervisor each who reports DIRECTLY to the local Civil Guard commander.

CHAPTER IVSection 1 - OPERATIONS

Observations: In general, the use of good investigative techniques is practiced by the Directorate of Criminal Investigations. The DCI is charged with investigating violations of the Constitutional laws of the Republic. The following is a list of these violations which are within the jurisdiction of the DCI.

- a) Robbery with violence in commercial businesses and jewelry stores
- b) Robbery in residences and embassies
- c) Pickpocket
- d) Disappearances
- e) Thefts and small thefts in vehicles
- f) Robbery at homes
- g) Cattle theft
- h) Homicides
- i) Apprehensions

There is one factor that limits operations in regard to the above violations. Besides investigating the above post facto matters, the Directorate

The idea that crimes included in the above list begin with persons dealing in narcotics or dangerous drugs in the night hours is the reason prevailing for the expenditure of time by the detectives in this crime prevention role. At the same time, a narcotics squad, completely separated and apart from the DCI is, in effect, attempting to carry out this same mission, that is, crime prevention.

Recommendations: It is recommended that the work of the DCI detectives be directed solely toward after-the-fact type investigations. The prevention of crime concept more readily could be included in the operations of a vice unit. This should not preclude the concept of shift work for the detective unit. A small force should be kept on duty through the night hours for the handling of those types of investigations listed above.

To further clarify this recommendation, consider the essential difference between vice operations and detective operations.

According to Police Administration authorities, vice operations are directed toward control and prevention, generally an "on the scene" type of plain clothes patrol. For this reason operations against prostitution, gambling, narcotics, liquor and tobacco license violations are usually placed under the heading of a VICE CONTROL DIVISION. The personnel sometimes work in an overt capacity as well as in an undercover capacity to discover

these violations and effect arrests. For example: the Vice officer, in plain clothes, who gains entrance to a semi-private club in search of gambling violations. He places fictitious license plates on his car and poses as a pornographic literature salesman. Once gaining entrance, he may even take orders for some of the "sample" literature he carries with him. By befriending the ownership he gains their confidence, and is invited to place a "bet". Having sized up the operation, he reports to his superiors and a raid plan is made. Returning to scene, he is freely admitted, and merely telephones to signal the time of the raid, himself acting as inside man.

Further, consider the "buy" and "arrest" technique used by the narcotics officers. Again, in an undercover capacity, he frequents places of questionable repute where it is suspected that narcotics or dangerous drugs are sold. He befriends the ownership and certain clientele, gaining their confidence. Then, he states his interest in obtaining some narcotics. He is placed in contact with a source and makes a "buy". Judging that he can build even a more substantial case he will not effect an arrest till he may have made several purchases from the contact. On the last contact, he will make the buy and arrest the person on the scene.

Consider then, in contrast to the above illustrated cases, the work of the burglary detective. The jewelry store owner arrives at his place of

business at 9 am to find it in complete disarray and most of his merchandise missing. His office door has been forced and the main safe forced open and emptied of its contents.

The burglary detective must begin his investigation from this point. He will work with the general method of operation (Modus Operandi) and specifically concern himself with:

- a) Method of entry
- b) Tool marks
- c) Safe insulator
- d) Latent prints
- e) Other evidence left at scene
- f) Inventory of property
- g) Neighborhood interviews, etc.

His investigation at this point has no suspects. Through physical evidence he must build his case to identify the person or persons who perpetrated the crime. His work is completely AFTER THE FACT. And he must be trained to think deductively.

Section 2 - ADMINISTRATION OF CRIMINAL CASES

Observations : Generally speaking, the administration of present cases by the DCI is handled in an orderly fashion. A complaint is taken, copies are made and distributed to the appropriate detective area for investigation. There is a chronological sequence in each case file beginning with the complaint and ending with the final disposition. However, the control of the case files is left up to the discretion of the Director; for example, when a case remains unsolved it is then given to another detective to handle. Since there exists no statute of limitations, cases can be kept pending for as long as desired.

To clarify the administration of criminal cases, let us examine the procedure used upon the reception of the complaint. The complaint form is prepared in the original and three (3) copies:

Distribution of Complaint

Original - Filed in Police Records Division

1 Copy - Chief of Operations

1 Copy - Secretarial Pool

1 Copy - Investigating Detective

Although the original is filed in the Police Records Division, no case file is opened in Records, nor is a case file opened in the operations office or by the detectives. The copy retained by the secretarial pool is kept

until the case is solved and at that time is used for reference when detective is dictating his report. IN OTHER WORDS, THERE IS NO PENDING FILE ESTABLISHED AND RETAINED AT ANY POINT WITHIN THE SYSTEM OF DISTRIBUTION.

Province Detectives

Each of the six provinces outside of San Jose were visited and a study made of the detective function and the needs of each. In each of the provinces, the detective office is located in the Civil Guard Police Headquarters of the province capital.

Observations: The most obvious point which comes to the fore in visiting the outlying provinces is that they are almost completely separated administratively from the headquarters of the DCI. The sole administrative control over the province operation is the "Monthly Statistical Report" submitted by them to the headquarters reflecting the number of investigative matters handled and their disposition. However, the only reports filed in the central archives are those resulting in the arrest of persons based upon initial complaints made in the provinces, or persons detained merely as suspects. Hence, no pending matters, per se, ever reach the headquarters files. The number of complaints received, as reflected in the monthly statistics could or could not be accurate since no check is ever made into pending matters.

Further, the statistics reflecting disposition of cases are not checked against the main files which should contain at least an arrest report, data card, and set of fingerprints, if the person is merely detained 24 hours on suspicion, or a full case report if the person has been sentenced.

In attempting to check province monthly statistics at headquarters for the month of July 71, ONLY THREE OF THE SIX PROVINCES HAD REPORTED as of Aug. 15th.

Administrative Forms:

Four basic forms are peculiar to the operation of the detectives. They are:

- 1) Arrest Register
- 2) Arrest Report
- 3) Data Card
- 4) Complaint Form

In visiting the provinces the use of all these standard forms ranged from sometimes to not at all. One province did not have the basic complaint form and had never seen the arrest report. Central records had, by letter, dictated the series of numbers to be used for case files to each province. These were being used in only one(1) province.

Equipment

AUTOS

5 provinces - No car

1 province - Car loaned from Guardia Civil

CAMERAS

6 provinces - No camera

EVIDENCE KIT

6 provinces - No Evidence Kit

DRUG KITS

6 provinces - No kits

ESTABLISHING OF A PRELIMINARY INVESTIGATION/FOLLOW UP INVESTIGATION SYSTEM

Complaint Center

Channel all calls to report crimes to a complaint center located in the Radio Control room at Radio Patrol headquarters. Each reported crime is assigned a chronological number and time stamped by the CC personnel - the number will be the control for whatever happens in successive steps.

Dispatch a Radio Patrol car to the scene giving him the control number, location and type of call and the time of dispatch. The dispatcher will note on the Call Form which unit was assigned and the exact time this was done.

The Preliminary Investigation

The policeman receiving the call will go to the scene and make a Preliminary Investigation. If the crime is very serious, the patrolman will call for a detective to come to the scene to take over the investigation. If the crime is relatively minor, the patrolman will make the investigation and a written complaint which the victim will sign.

Report Writing

At the end of the patrolman's tour of duty and after review by the policeman's supervisor, the complaint is turned in for typing in the necessary number of copies. The original handwritten complaint is then filed in Police Records. After typing, three copies of the complaint are passed to DCI and one to Director General of the Civil Guard.

Case Assignment

The DCI copies are received at the Director's Office for his review. He will keep one copy and then assign the other two to either Crimes Against Persons or Crimes Against Property. The Supervisor 2 will review the case and pass it on to the Supervisor 1 who will keep a record of case number, type of crime, date received, detective assigned, date supplemental reports made and final disposition, i.e. solved by arrest, unfounded, reassigned, or

placed in dead file. The S-1 will keep one copy of the case for reference as his "PENDING" file.

The Follow Up Investigation

The Detective assigned to the case will retain one copy of the report for follow up investigation. He will make a supplemental report within one week indicating progress or lack of progress. Successive progress supplements will be made until such time as the case is either solved or thought to be unsolvable.

Supervisory Controls

If the case is solved the entire report etc. will be turned over to the respective Judicial Authorities along with the original complaint. In this case one typewritten copy is filed in records in place of the original complaint. If the detective wishes to declare the case closed without solution, the S-1 and S-2 must review and approve (or disapprove). If approved, the case is turned in to police records where it is filed along with the original complaint. All supplementary reports are handled exactly the same as the original complaint. Any policeman or detective making such a supplement will handwrite it after which it will be typed. The handwritten copy goes direct to Police Records and the various copies distributed exactly as the typed complaint.

The Director and all DCI supervisors should meet and discuss all unsolved cases at least once per month. The same procedures would be followed in the province capitals except that the typed copy would be kept as a pending file by the Provincial Detective, Supervisor 1, and used as a review copy by the commander.

Informant Handling and Dissemination of Information

Observations: Sources of information, informants, are handled on a strictly personal basis; that is, the individual detective deals directly with his source without reducing the information obtained to writing. Consequently, there are no statistics regarding the number of informants handled per detective and no method of directly evaluating the effectiveness of the informant. There seems to be apprehension on the part of detective personnel to record on paper those sources which he uses in his daily work contacts. Obviously then, any information received from an informant can be only carried by the detective receiving it and passed on to others only on a face to face basis. There are no funds available for informant payments.

Recommendations:

1. Supervisors should be advised by individual detective as to how many sources he has.
2. The availability of sources to furnish information in specific areas should also be made known to the supervisor.

3. At weekly meeting with supervisor, information obtained should be verbally disseminated to other detectives attending.

Case Status Board

Observations: The current method of handling individual cases is through the receipt of complaints. The complaint form is made of in quadruplicate: original to the Records Division, one copy to the detectives assigned to the case, one copy to the chief of Operations, and one copy to the secretarial pool. This system, although basically good, does not lend itself to immediate inspection in regard to the current status of an individual investigation.

Recommendations: Case Status Board, either in the form of a log or a wall chart, should be kept by the supervisor of each detective unit. The log or chart should contain the following information:

1. Name of detective
2. Number of case assignment (same as the number assigned to the complaint) and the date on which the assignment was made.
3. Case status: closed, open-continuing, reassigned, and date.

Situation Map for Concentrated Effort

Observations: Crime statistics reveal that the biggest crime problem to be handled is burglary, both residential and commercial. Detectives consequently receive more assignments in this area than in any other investigation.

Control, however is somewhat loose-knit and there is no method of examining the "Big Picture" other than counting the number of complaints made over a certain period of time.

Recommendations: A situation map for concentrated enforcement be initiated and be placed in the Chief of Operations Office. Each supervisor should contribute information to the map reflecting, through means of colored pins, the area in which a crime has occurred; for example: (a) yellow pins represent commercial burglaries, (b) blue pins represent residential burglaries, (c) black pins represent homicides, (d) green pins represent sex crimes, etc.

The information contained on the map should be reviewed on a monthly basis and a report summarizing incidents be furnished to the Patrol Division of the Guardia Civil as well as to each of the detectives personnel in meetings with their supervisors.

Personnel Meetings

Observations: On a monthly basis the DCI conducts a meeting of all personnel including their Administration. The purpose of the meeting is to discuss problems and suggest remedies which would facilitate matters regarding both operations and administration. Again, projecting the future addition of personnel, supervisory detectives should meet on a weekly basis with the members of their individual units to discuss and attempt to solve any problems which have arisen. This meeting would also serve as a dissemination

point for information furnished by informants. Supervisory personnel should also attend a weekly meeting with the Chief of Operations to discuss:

1. Case assignments
2. Areas of concentration for more effective enforcement
3. Administrative and Personnel problems

Manual of Criminal Investigations

Observations: DCI personnel do not have any type of written guidelines in regard to the proper handling of criminal investigations.

Recommendations: A Manual of Criminal Investigations should be developed and distributed to each member of the DCI. It should contain the following information:

1. Introduction, basis in law for the existence of the DCI
2. Law enforcement Code of Ethics
3. What the image of a professional detective should be
4. Administrative breakdown of the DCI
5. Investigative techniques: (a) an example: homicides: elements of the statute; (b) general steps in investigation; (c) penalty for stated crime. Each criminal investigation handled by the DCI should be spelled out as set forth above.
6. Samples of forms used, for example: the complaints, statements, etc.

7. Rules and Regulations

Section 3 - STANDARD EQUIPMENT FOR DETECTIVES

Observations: Personnel assigned to the DCI are given a set of credentials on which appears their name, photograph and number. These credentials are very professional looking and have the seal of the Republic printed on the outside as well as the inside. They are very clear and handsomely printed and serve the purpose well for which they are made. Handcuffs are also standard equipment issued to the DCI members. Weapons are currently in short supply, are not standard in caliber, and are obtained on an individual basis. No standard notebook is issued. Some "honorary" credentials are issued to persons who are not regular employees.

Recommendations: The following equipment should be standard throughout the DCI.

1. Standard pocket notebook
2. .38 caliber revolver (preferably with 2" barrel)
3. Set of handcuffs
4. Manual of Criminal Investigations
5. Portfolio to carry assigned cases or 3 ring binder
6. "Honorary" credentials cancelled and this practice abolished.

Preparing Presentation of Criminal Cases to the Court

Observations: In interviewing personnel of the judicial system, the main

complaint seems to be that the detectives lack training in investigative techniques which would enable them to present more conclusive evidence in their criminal investigations. At the same time, the Courts are forced to release persons who, having been detained for 24 hours, have no formal criminal charges brought against them.

Recommendations: In the forthcoming training program, personnel from the Courts should be included in hours of instruction in order to develop in the detective the ideas of using every approach to criminal investigations and exhausting all leads in order that every facet of the investigation be fully developed prior to presentation in the Courts.

Section 4 - PROCESSING ARRESTED PERSONS

When investigations conducted by the DCI result in an arrest, the person or persons detained are taken directly to the Central Detention facility. From there the detective handling the case goes into the office of the Guardia Civil which is located in the Operations Center of the DCI. The arresting detective furnishes all pertinent information which is immediately logged on a form known as the "Arrest Register". The officer noting the information makes an immediate record check at the Identification Division and furnishes this information to the arresting officer who returns to Central Detention. The arresting detective makes out an arrest report

and a set of fingerprints are taken and returned to Records Division.

Province Booking Procedures

Persons detained in the provinces by detectives there are checked through the Records section by radio. Any record or hold to be placed on the person detained is then radioed back to the arresting detective in his respective province. Detectives in the provinces are responsible for maintaining an arrest register and noting the disposition of persons detained. However, the only way in which the headquarters of DCI knows the final disposition is by means of the monthly report submitted by the individual detective in the province.

Recommendations: At headquarters level of DCI the current procedure should be maintained with special emphasis on noting final disposition in all cases resulting in arrest. In regard to the provinces, arrest register totals should be sent on a weekly basis to the supervisory desk responsible for provinces administration of criminal cases. Space should be obtained at Central Detention for interviewing in privacy.

Several times during the course of conducting this study rumors were heard that in the past some force had been used in the questioning of prisoners. No evidence was found during this study to support such rumors. All police personnel should be reminded that this type of questioning is counter productive primarily because: 1) Force in interrogation frequently results

in a confession by an innocent person; 2) Scandal created by such accusations tend to erode public support for police professionalization efforts; and 3) Questioning by skilled investigator in a positive, courteous manner will result in more cooperation and more accurate statements .

Section 5 - SUPPORTING SERVICES

Observations

Scientific Criminal Investigation

Laboratory facilities utilized by the DCI belong to the Supreme Court. The facilities contain the latest in equipment to assist the investigator in developing his criminal investigations. Interviews with laboratory personnel reveal that they are ready and willing to assist the investigator in all matters that call for the expertise of the criminologist.

Identification Division

This division handles all criminal records as well as fingerprints and photographs of all persons involved in criminal matters. The Identification Division has well-trained personnel and a very good administrative procedure for handling incoming information as well as for criminal information when inquiry is made.

Records Division

This division of the DCI is synonymous with the Identification Division,

i.e. with the section containing arrest records, photos, and fingerprints.

The actual case files of the Detective Division are contained here. However, there is no such thing as a pending case file. The cases contained in the Records Division are only those which have been SOLVED.

The complaint, that form on which an investigation is initiated, is also kept in the Records Division; this is the original signed copy - If the case is solved through "follow-up", a file jacket is initiated and placed on a shelf with the number of the complaint being attached; all fingerprints, photos and arrest data sheets are cross-referenced in this file.

Pending Investigative Matters do not essentially EXIST. The original complaint form is kept in the Records Division file, and if the case is not solved, the form is merely left there indefinitely. No case is continued over 4 months.

Evidence Vaults

An examination of the evidence vaults revealed that they are kept in good order and administrative control of property is very good. A card file is maintained with description of property and corresponding complaint number. Inventory of property is made on an annual basis.

Recommendations: That with the growth of the DCI, an inventory be made of all seized property every six months.

Radio Communications

The DCI operates a base station at their headquarters in San Jose. The station is capable of communicating with all provinces and with the few vehicles which the DCI operates in San Jose.

The base station is physically located in the Police Records and Identification Division. The station is manned on a 24-hour basis, with an operator being changed every eight hours. Incoming and outgoing messages are recorded in a log kept by the operator. The location of the station, as mentioned above, is very effective for making efficient record checks.

The base station be retained and operated as is currently done. Having reviewed the BASIC PLAN OF SECURITY COMMUNICATIONS FOR COSTA RICA (C.A. Redlin, Public Safety Advisor, May 1971) the plan's set up for Local Nets (Section VIII, B-5 & 6) has provided most adequately for communications of the DCI. Upon implementation of the plan, the DCI will have more than adequate communications to meet their needs, and a wide variance of channel capability which will allow them to be in contact with all police units when necessary.

Records and Communications

"Criminal Records and Communications together provide the means by which each police agency should be able, swiftly and efficiently, to learn about crimes, store and retrieve pertinent information about

crime and suspects and deploy personnel and take other significant administrative and operational actions".*

The majority of modern police administrators agree that such support functions as Records and Communications are not compatible with line function such as Investigations.

Therefore, it is recommended that all administrative services such as personnel, payroll, etc., should be transferred to the Administration Division of the Ministry. DCI personnel occupying such positions should either be transferred also or the positions should be utilized for field investigative personnel.

Police Records, Criminal Identification, Photography, Fingerprinting and fingerprint technicians should also be transferred to the Administrative Section. DCI should be left with just investigative personnel and their supervisors.

Vehicles

The DCI (with 39 actual field investigators in San Jose) has a total of five (5) vehicles for its use.

	1	Ambulance (Wagon)
	2	Jeeps
	<u>2</u>	Sedans
Total	5	

* International City Management "Municipal Police Administration"
Ch 14, P 214

To compensate for this lack of transportation, detectives use their own cars and are reimbursed for gasoline, when budget allows .

Province detectives have no vehicles assigned to them. They must depend on the loan of a vehicle from the Headquarters of the Guardia Civil. Only one (1) province, Puntarenas, has a jeep permanently assigned to the use of the detective. One province has a bicycle for the use of the detective. In addition, terrain features limit the use of the Sedan that may be loaned to the detectives; the jeep, in most provinces, is the most practical vehicle.

The concept of chauffeurs for the few vehicles is still prevalent at DCI. One detective is assigned to the vehicle to drive it and be responsible for its maintenance. Even if more vehicles are added, there are not that many qualified drivers in the DCI.

DCI should be supplied with the following number of vehicles to at least meet operational needs .

SAN JOSE -	10 Vehicles (5 jeeps; 5 sedans)
Provinces	6 Vehicles (1 jeep to each province)

An alternative would be to assign 15 radio patrol cars to the detectives. These vehicles should be repainted in unmarked colors and put into service along with the new detectives .

37

Budget

The fiscal year in the Republic of Costa Rica runs from 1 October to 30 Sept. The year is not divided into quarters.

In regard to the DCI, the following figures reflect monies allotted for its personnel and travel. There is no money allotted for equipment.

1970	1971	1972
¢1,015,080	¢1,036,740	(Not prepared)

¢1,000 per month is allotted for TRAVEL..

The above figures reflect only SALARY. In the budget plan for 1972 allowance has been made to add 60 personnel. This budget plan must be passed by the Assembly before it is actuated.

Recommend that a detailed budget plan be drawn up immediately to plan for FY 72. The salaries for the 200 additional men should be taken into consideration and that these men will come from the Civil Guard; therefore, the salary expenditure will be the difference between their current pay and that of ¢1,000 which they will receive upon completion of their 10-week course. Consideration must also be given to the new supervisory positions previously recommended.

The 72 budget should reflect a line item type budget with specific justification for each item requested. For example, if DCI is to have 20 vehicles, the budget request should include estimated operating expenses for

the entire year. The basic format would be similar to the following:

<u>Item</u>	<u>Qty</u>	<u>Description</u>	<u>Cost</u>
1	XXX.XX	Gallons gasoline	¢ XXXX.XX

Justification

DCI has 20 vehicles which will travel X kms. during FY 72 at X kms. per gallon, X gallons will be used.

2	XXX	Quarts oil	¢XXX.XX
---	-----	------------	---------

Justification

The 20 DCI vehicles will use X quarts of oil in the X kms.

3	XXX	Spark plugs	¢XXX
---	-----	-------------	------

Justification

The 20 DCI vehicles will use, etc, etc.

Every item that DCI will need during the FY should be included in the draft budget which should be prepared by the Director and his four staff Supervisor 2's. The draft should then be presented to the Director General for review, then passed on to the Budget & Fiscal Officer of the Ministry.

As soon as the FY 72 draft is prepared the DCI Director should prepare the FY 73 budget draft. This draft should be analyzed when the final FY 72 approved budget is a fact and adjustments made. For example, if an item is cut and the cut cannot be restored in FY 72, the item should be re-scheduled for the coming year with additional justification.

A mechanic cannot repair a vehicle if he has no tools with which to remove bolts and screws and no spare parts to replace worn ones. Likewise a DCI Director cannot operate an investigative corps without "tools" i.e., personnel and equipment. The budget is the single most important "tool" the Director has. If this tool is in good condition and well taken care of, the work can be accomplished; without this "tool", very little can be done.

CHAPTER V

PERSONNEL

Section 1 - RECRUITMENT AND SELECTION

Observations: Prior to discussing the current complement of personnel assigned to the DCI, two major points must be considered:

- 1) Police Service in Costa Rica is not protected by Civil Service; consequently, personnel may be dropped from their employment, in whatever facet of police service they may be, without recourse, when the government changes.
- 2) Formal training in investigative techniques has not been afforded to all of the detectives who work in the DCI.

In spite of the above limiting factors, the overall impression received from the actual personnel, is a sincere desire to do a good job and professionalize the unit.

As previously stated, the total detective complement of the DCI is 88 personnel. Of 44 detectives who attended IPA (International Police Academy) only 13 are still employed at DCI; chart 7 on the succeeding page reflects the background and training of these personnel.

CHART 7

DCI Personnel Education and Experience

EDUCATION

PRIMARY GRADUATES (6th grade) (2 incomplete)	19 Members
SECONDARY (7th, 8th, 9th, 10th, 11th)	48 Members
UNIVERSITY (1, 2, or 3 yrs)	7 Members
OTHER COURSES (Specialization courses or any other kind)	54 Members

EXPERIENCE

From 1 month to a year	9 Members
From 1 to 5 years	41 Members
From 5 to 15 years	22 Members
From 15 years or more	9 Members

New Personnel

As previously mentioned, the DCI should be expanded by the addition of at least 200 personnel. In making the selection of these new men, the following criteria should be established for candidates seeking jobs as detectives within the DCI.

1. Have at least 2 years service with the uniformed police.
2. Be a high school graduate
3. Pass written examination
4. Pass oral interview board

(The board should consist of at least 4 persons: (a) Director of Civil Guard; (b) Director DCI; (c) Judge or Prosecutor; (d) Private citizen).

5. After selection and before service, attend ten-week course in criminal investigations.
6. Minimum salary ₱1,000 per month, after completion of academy.

It is recommended that no present detectives be assigned to the first two investigative techniques course. These sessions should be attended by new personnel selected using the above criteria. Once the first two sessions are completed, these men can serve as replacements for the current personnel who will then attend the subsequent courses until each man has received the training. Based upon the fact that each session following the

first course should contain approximately 40 men, 10 to 15 of the older personnel could be sent to each of the subsequent courses and within a year all personnel would have received the training.

Salaries:

Observations : Before examining the current salary picture of the DCI one must realize that 90% of the entire police budget is used for salaries. The fiscal year runs from Oct. 1 to Sept 30. Salaries for detective personnel of the DCI are:

Starting \$635. First step \$750. Second step \$800. Final step \$950

The starting salary and steps are not fixed by any particular criteria, hence, should a man in the top step of \$950 leave his position, the Director may appoint another individual to fill that position without having started at the entrance salary and graduated to the final step.

It is recommended that no further personnel be added until such time as the selection and training, as set forth in the above chapters, has been established and implemented. Those currently in lower steps of the salary should be raised to \$1,000 upon completion of the training academy.

Those personnel who do not have a high school education should be given a definite period, for example, 3 years, in which to finish same in order to bring them to the educational level of the newly hired detectives.

Quality investigation depends on a well trained and highly motivated employee. If he is well trained but poorly paid he will have little motivation. If he must continually worry that his family is not getting sufficient food and are not enjoying the standard and scale of living of their neighbors, he will have low morale. Low salaries for police can lead to the solicitation of "tips" which in turn makes the investigator have a lower and lower opinion of himself. The public will certainly share in this opinion should they come in contact with a "tip" solicitation. They in turn will not support efforts to modernize the system by allocating additional government resources. Chart 8 on page 55 reflects one system of salary relationships. The salary of the lowest paid detectives is used as a base. As he increases in proficiency, usually each year, he may be recommended for advancement to the next higher step. This is not automatic and if performance is below standard, no increase is recommended and in some cases reduction is in order.

When an investigator is promoted to the next higher level, he should receive a minimum of 5% increase immediately upon such promotion; for example, if a Class C Investigator at the 3rd step (Base plus 15%) is promoted to Class B, he would enter that class at B-3 (Base plus 20%).

CHART 8

RECOMMENDED RELATIONSHIPS

FUTURE SALARY CHANGES

<u>POSITION</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Class D Investigator	Base	plus 5%	plus 10%	plus 5%
Class C Investigator	plus 5%	plus 10%	plus 15 %	plus 20%
Class B Investigator	plus 10%	plus 15%	plus 20%	plus 25%
Class A Investigator	plus 15%	plus 20%	plus 25%	plus 30%
First Level Supervisor	plus 30%	plus 35%	plus 40% .	plus 45%
Second Level Supervisor			plus 60%	plus 65%
Third Level Supervisor			plus 80%	plus 85%
Director DCI				plus 150%

Section 2 - TRAINING

No investigator can be expected to simply "know" how to go about solving a crime. Investigation of a crime requires skill and intelligence but even an exceptionally intelligent person cannot solve crimes unless he has first been trained by competent instructors. He then must gain practical experience under the guidance of an alert, competent and skilled supervisor.

Annex I of this report outlines a basic ten-week course in investigative techniques. The recommended content is a combination of courses designed by National Police School and Operations and Training Section personnel plus some adjustments.

A five-day week was selected to allow the students all Saturday mornings for "Notebook Maintenance". A very important part of the training process is the practice of taking good detailed notes during classes and later transcribing them in a "polished" form for future "on the job" reference. No student should be allowed to graduate from this course unless his notebook is complete and neatly kept.

An ordinary 3-ring binder with lined paper is usually the simplest and easiest to use and maintain.

Promotion

As stated previously DCI personnel should enter "from the ranks" of the uniformed personnel at the lowest step. The dividends of this system are many. Principal among them is in giving the patrolman a chance to advance in his career. He will try harder in his patrol job and render better service to the nation.

Another important dividend is the unity created when both uniformed and plain clothes personnel "came from the same roots". Actually speaking, a detective cannot really be successful without the full cooperation of the uniformed police.

Promotion to detective should be by means of the written/oral test system and further promotions within DCI should also be by way of the testing procedure.

Working Conditions

Observations: Under current practice a detective is more or less "on duty" continuously. Generally he works day and night with little time off. A considerable amount of time is spent in preventive patrols which can be done much more effectively by the uniform division.

All DCI detectives should work a nine-hour day, five days per week for a total of 45 hours per week. 80-85 percent should work the "day" shifts because it is during the daylight hours that most persons with whom

they will deal are available. All cases should be assigned to day-crew detectives. Night-crew detectives should do follow-up work assigned from the day shift and be available for "on the scene" investigations of the more serious crimes that patrol does not handle.

Detectives should rotate the day-night assignments on a fair and just basis with no detective working the night shifts more than two months. The ratio will work out to about 4 months days, 2 months nights.

Detectives should not all report to work at the same time. In accordance with the needs, i.e. peak hours of detective activity, the Director should schedule one group from 8A - 5P, another 9A - 6P, a third from 10A - 7P, etc. until all hours are adequately covered. If for example there is rarely need for a detective after 2 am, then the latest shift would be 5P to 2A.

San Jose based detectives should be divided as shown in chart 4, page 14. The geographical areas of N/W, N/E, S/W, and S/E are designations of where the crime occurred and all crimes of a certain type occurring in a given area would be assigned to the same detective.

However, the detective will have to leave these areas to follow leads. The only restriction that should be placed upon him in this regard would be that he must keep his supervisor informed of his whereabouts at all times. Additionally, should the trail lead out of San Jose he must get supervisory approval before following. In this manner the supervisor can best judge whether

it might be more expedient to transfer the case to a province group.

Disciplinary Procedures

Written policies should be established so that each employee knows what is expected from him. When he does not comply he should be disciplined with either:

1. Oral reprimand
2. Written reprimand
3. Reduction to lower detective grade
4. Reduction in grade to patrolman
5. Dismissal

Restriction of liberty by the "arrest" system of discipline is counter-productive in that low morale is a contributing factor to failure to comply with policy rules, regulations, etc. and being prevented from going home for disciplinary reasons contributes to low morale.

In any event disciplinary measures should be fully documented (except for the oral reprimand) and the employee should receive a copy of such documentation. Should he feel that he has been unjustly treated he should appeal to the next higher superior - with his immediate superior's knowledge - and so on up until he is either satisfied with action taken or exhausted the possibility of appeal by having the Minister finally certify that the measure taken was in accordance with policies of the Ministry.

SUMMARY OF FINDINGS AND MAJOR RECOMMENDATIONS

<u>Chapter</u>		<u>Page</u>
II	Proposed DCI Organization Chart	14
	Eliminate Single Sub-Director	16
III	Manpower Requirements	21
	Provincial Coordinators	21
	Expansion of DCI to 200	22
	DCI Personnel Distribution (Proposed)	24
IV	Establish System of Preliminary Investigation/ Follow Up Investigation	32
	Informant Handling System	35
	Case Status Board	36
	Observation Map for Concentrated Efforts	36
	Personnel Meetings	37
	Manual of Criminal Investigations	38
	Standard Equipment for Detectives	39
	Criminal Case Preparation of Presentation	39
	Processing Arrested Persons	40
	Transfer Supporting Services	42
	Vehicles	45
	Budget	47

Chapter

Page

V	New Personnel - Requirements for Selection	52
	Salaries - Basic and Progressive	53
	Promotion	57
	Working Conditions	57
	Disciplinary Procedures	59

MINISTRY OF PUBLIC SECURITY

DIRECTORATE OF CRIMINAL INVESTIGATIONS

(DCI)

INVESTIGATIVE TECHNIQUES COURSE

DCI - INVESTIGATIVE TECHNIQUES COURSE

1st WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00	Oath of Office Issuance of Equipment & Supplies	Constitutional Law	Burglary (The Law)	Interviews & Interrogations (The Suspect) (The Witness)	Constitutional Law	
9:00	DCI Basis in Law		Commercial Burglary			
10:00	Personnel Data		Residential Burglary	Practical Problem & Critique (Interview of Witnesses) (Role Playing)		
11:00	DCI Administrative Breakdown		Burglary (Case Studies) M.O.			
12:00			LUNCH			
1:30	Notes & Notetaking	Basic Criminal Investigations	Practical Problem (Written) Burglary	Practical Problem & Critique (Interrogation of Suspects) (Role Playing)	Practical Problem (Burglary)	
2:30	Republic of Costa Rica Government		Critique (Practical Problem)			
3:30			Physical Training	Physical Training		Physical Training
4:30	"					

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 Examination Burglary	Fingerprints	Sketching the the Crime Scene	Report Writing Theory & Practical Exercise (Interviewing the Victim)	Practical Problem Commercial Burglary (Jewelry Store) (Jeweler Surprises Suspects Who Assault Him and Flee)
9:00 Exam				
10:00 Critique		Movie (CID) Includes all Investigative Steps (2 Hours)	Use all Prior Training Latents, Sketching, etc.	
10:00 Collection & 11:00 Preservation of 11:00 Evidence				
12:00				
	LUNCH			
1:30 The Lab How it Assists 2:30 the Investigator	Fingerprints	Report Writing (The Complaint) Theory & Practical Written Exercise	Visit of Court Facilities	Review & Critique of Practical Problem
2:30 (Field Trip 3:30 to Lab)	Practice Fingerprint- ing & Lifting Latents	Physical Training		Admin Time
3:30 Physical Training				Physical Training
4:30				

DCI - INVESTIGATIVE TECHNIQUES COURSE

3rd WEEK

Monday	Tuesday	Wednesday	Thursday	Friday
Juvenile Delinquency	Psychology of the Sexual Criminal	Driver Training	Homicide (The Law)	Review Principles of Crime Scene Sketch
			Homicide Investigations	Review Principles of Collection & Preservation of Evidence
Public Relations	Sex Offenses (The Law)			Search of the Crime Scene
	Sex Offenses Investigations			
		LUNCH		
Crime Prevention	"	Driver Training	Police Photography	Practical Problem Homicide/Sex Crime
	Penal System Republic of Costa Rica			
Physical Training			Physical Training	

DCI - INVESTIGATIVE TECHNIQUES COURSE - 4th WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Exam - Hom/Sex Crime & Critique	Techniques of Arrest (Types of Search)	Auto Theft (The Law)	Search of Autos	Review of Law Narc & Auto Th
9:00	Narcotics (The Law)		Auto Theft Investigation	(Practical Problem) Search of Autos	(Practical Probl Two Suspects Arrested in Stole. Auto - Persons & Vehicle Searched
10:00	Narcotics & Drug Recognition	Arrest of Persons in Vehicles (Practical Problem)		Admin Time	
11:00				Speech Topics	
11:00					
12			LUNCH		
1:	ug	Use of Handcuffs & Restraining Devices (Transporting Prisoners)	Plaster Casts (Practical Problem)	Motorcycle Modern Transportation	Admin Time Speech Topics
2:30	Investigations		Tire Tracks & Foot Prints	Search of Motor for Contraband (Practical Problem)	Physical Training
2:30					
3:30	Physical Training	Admin		Physical Training	
4:30		Time			

DCI - INVESTIGATIVE TECHNIQUES COURSE - 4th WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
	Exam - Hom/Sex Crime & Critique	Techniques of Arrest (Types of Search)	Auto Theft (The Law)	Search of Autos	Review of Law Narc & Auto T.
.00	Narcotics (The Law)		Auto Theft Investigation	(Practical Problem) Search of Autos	(Practical Probl Two Suspects Arrested in Sto Auto - Persons C Vehicle Search
10:00	Narcotics & Drug Recognition	Arrest of Persons in Vehicles (Practical Problem)		Admin Time	
11:00				Speech Topics	
11:00					
12:00			LUNCH		
1:30	Drug	Use of Handcuffs & Restraining Devices (Transporting Prisoners)	Plaster Casts (Practical Problem)	Motorcycle Modern Transportation	Admin Time Speech Topics
2:30	Investigations		Tire Tracks & Foot Prints	Search of Motor for Contraband (Practical Problem)	Physical Traini
2:30					
3:30	Physical Training	Admin		Physical Training	
4:30		Time			

2056

DCI - INVESTIGATIVE TECHNIQUES COURSE

5th WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Exam & Critique				
9:00	Narc & Auto Theft	Range .38 Cal	Range .38 Cal	Range .38 Cal	Range .38 Cal
9:00	Firearms .38 Cal	Firearms Training	Firearms Training		
10:00	(Safety Regulations)		(Familiarization)		
	(Care & Cleaning)		Gas Gun		
10:00			Shot Gun		
11:00					
11:00					
12:00					
1:30	Range .38 Cal		Range .38 Cal		Range .38 Cal
2:30		"		"	
2:30					
3:30					
3:30					
4:30					

DCI - INVESTIGATIVE TECHNIQUES COURSE - 6th WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00	Law Exam Critique	Driver Training	Raid Techniques	Raid Critique	Administrative Procedure of I	
9:00					(From Complaint to Court)	
9:00	Armed Robbery (The Law)			Raid - Practical Problem - Seminar Groups Prepare Raid Plan - 2 Armed & Dangerous Suspects Barricaded in Farm House	Field Trip - Morgue Autopsy Procedure	
10:00						Admin Time
10:00	Robbery Investigations				(Speech Topics)	
11:00						
11:00						
12:00						
			LUNCH			
1:30	Report Writing (Practical Problem Armed Robbery)	Driver Training	Raid - Practical Prob). Conduct Raid to Effect Arrest of Suspects & Complete Search of Premises	Review of General Investigative Tech- niques (The Com- plaint) (Initial Contact) (Crime Scene) (Collection & Preser- vation of Evidence)	Missing Persons Investigation	
2:30	Interview Victim & Witnesses					
2:30						
3:30						
3:30	Physical Training				Admin Time	
4:30						

DCI - INVESTIGATIVE TECHNIQUES COURSE 7th WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Exam & Critique Armed Robbery	Presentation of Kidnapping Investigative Plans	Driver Training	Physical Protection of VIPS	The Informant in Police W
9:00	Kidnapping (The Law)				
10:00	Kidnapping Investigations				
11:00		Surveillance Techniques (Foot & Motorized) & Fixed		Techniques of Mobile Protection	Admin Time (Speech Topics)
12:00			LUNCH		
1:30	Seminar Groups Kidnapping Case Course of Action	Fugitive Investiga- tions		Source of Informa- tion (Public Records)	Guardia Civil Its Function
2:30					Transito Its Function
3:30	Physical Training	Physical Training		Physical Training	Physical Training
4:30					

Night Practical
Problem
(Surveillance Tech-
niques)

DCI - INVESTIGATIVE TECHNIQUES COURSE 8th WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Exam & Critique	Practical Exercise Crime Scene Search 1) Det. Collects & Marks Evidence 2) Det. Logs Evid. 3) Det. Double Checks Area	First Aid	First Aid	First Aid
9:00	Kidnapping				
9:00	Conduct in Court				
10:00					
10:00					
11:00					
11:00	Review Notes & Note-taking	Critique of Crime Scene Search			
12:00					
			LUNCH		
1:30	Practical Exercise	Evidence Legal Lecture (Necessity of Considering all Things as Essential)	First Aid	First Aid	First Aid Revl & Examination
2:30	Notes at Scene of Crime				
2:30					
3:30					
3:30	Physical Training	Physical Training	Admin Time		Physical Tr
4:30					

DCI - INVESTIGATIVE TECHNIQUES COURSE

9th WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Review of Criminal Procedure	Cattle Theft (The Law)	Firearms - Range Familiarization Carbine M-1 Machine Gun Gas Grenade	Firearms - Range Cal .38	Firearms - Range Final Qualifica:
9:00		Cattle Theft Investigations			
10:00	Guardia Rural Functions & Duties	Cattle Theft (Case Studies)			
11:00					
12:00			LUNCH		
1:30	Province Operations	Practical Problem (Cattle Theft)	"	"	"
2:30	DCI				
2:30	Port of Entry Control				
	DCI				
	Physical Training	Physical Training			

DCI - INVESTIGATIVE TECHNIQUES COURSE

10th WEEK

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Exam & Critique	Practical Problem	Practical Problem	Moot Court (Practical Problem)	G R A D U A T I O N
9:00	Cattle Theft				
9:00	Situation for Practical Problem				
10:00					
10:00	Begin Practical Problem				
11:00	Should Incorporate All Elements				
11:00					
12:00			LUNCH		
1:30	of Investigative Tech-		Critique of Problem	Admin Time	
2:30	niques from Initial	"			
2:30	Complaint through				
3:30	All Steps				
3:30	(Hom/Kid/Auto Theft)				
4:30					