STATE BUREAU OF INVESTIGATION POLICY AND PROCEDURE MANUAL

SUBJECT:	MISSION

North Carolina statutes define the mission of the State Bureau of Investigation as securing a more effective administration of the criminal laws of the state by: (1) investigating crimes, identifying and apprehending criminals and preparing evidence for use in criminal courts; (2) scientifically analyzing evidence; (3) exercising original jurisdiction in specified criminal matters; (4) receiving and collecting criminal justice information for purposes of comparison, classification, and dissemination statewide and nationally; and (5) conducting surveys and studies relating to criminal conspiracy, crime trends, and crime prevention.

- A. In addition to its unique forensic, information management, and criminal intelligence responsibilities, the SBI's major function is to serve and protect the citizens of North Carolina by responding to requests for assistance from local, state and federal law enforcement agencies.
- B. The SBI provides its services through four interactive divisions and Professional Standards Section. The divisions are: Laboratory Services, Field Service, Support Services, and Administrative Services.
- C. The Crime Laboratory Division analyzes physical evidence collected from crime scenes and provides expert court testimony concerning the findings of these analysis for law enforcement agencies statewide. Services include; Drug Chemistry, Firearm and Tool Mark, Latent Evidence, Molecular Genetics, Questioned Documents & Digital Evidence, Trace Evidence, and Evidence Control and Administrative Services.
- D. The Field Operations Division investigates crimes when requested by local authorities, investigates crimes for which the SBI has original jurisdiction (e.g., drugs, arson, gambling, election fraud, and crimes involving state property), and conducts investigations to suppress organized crime and vice activities.
- E. The Support Services Division is comprised of the Identification Section, State Automated Fingerprint Identification System (S.A.F.I.S.), Division of Criminal Information, Air Wing Unit, Training Section, Financial Crime Section, Diversion and Environmental Crimes Unit (D.E.C.U.), and Intelligence and Technical Services Section. The Identification Section receives, processes, and stores all criminal history information on individuals within the North Carolina criminal justice system. S.A.F.I.S. processes and stores criminal fingerprint images electronically. The Division of Criminal Information is responsible for training and auditing the various network users. Air Wing duties includes aerial surveillance, marijuana eradication, aerial searches, and the transportation of agents and prisoners. The Training Section is responsible for training new S.B.I. employees as well as coordinating and

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providing in-service training and specialized training to employees. The Financial Crime Section conducts complex financial investigations and computer crimes investigations. The Diversion and Environmental Crimes Unit conducts environmental investigations and conducts investigations into the illegal diversion of pharmaceutical drugs. The Intelligence and Technical Services Section is responsible for the collection, collation, and dissemination of criminal intelligence to law enforcement. The Technical Services Section is responsible for providing electronic surveillance capability to law enforcement as well as providing a hazardous devices service.

- F. The Administrative Services Division works in conjunction with the Department of Justice Personnel and Financial Services Sections in the recruitment and selection of employees, salary administration, organizational structure and design, medical and psychological, health and safety programs and employee relations. Planning and research, policy and procedure, financial services, purchasing and physical plant services, field records management, Uniform Crime Reporting and statistics, Traffic Stops, Grant Management, and the Commission on Accreditation for Law Enforcement Agencies (CALEA) program is also managed by the division.
- G. The Professional Standards Section is responsible for conducting and coordinating specialized investigations including public official misconduct investigations. The Professional Standards Section also conducts Judicial Standards Commission Investigations, coordinating the investigations into State Property Crimes, conducting Staff Inspections, and performing the SBI's Internal Affairs function.

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