

	SECTION:	OPERATIONS	OPR-222
	CHAPTER:	FIELD PROCEDURES	
	DIRECTIVE:	FOLLOW-UP INVESTIGATIONS AND PROCEDURES	

222.01 SUMMARY

This directive describes the guidelines and procedures for an assigned Officer to use in conducting follow-up investigations. Generally the Patrol Officer who initiates a report will proceed with the follow-up investigation until the case is inactivated or cleared.

222.02 CASES ASSIGNED TO INVESTIGATIONS SECTION

Cases will normally be referred to the Investigations Section for follow-up if

- The crime is a felony.
- There is a series of misdemeanor cases with a similar modus operandi.
- The investigation requires lengthy follow-up or special procedures such as physical or photo line-ups.
- The offense is one of the following: Runaway or missing person, narcotics or dangerous drugs violation, sex offense or child abuse.

222.03 GENERAL PROCEDURE

The following steps are listed as general guidelines to consider in follow-up investigations. Each guideline or procedure should be followed when appropriate for a case under investigation:

- Contact the victim and/or reporting party within two (2) working days of receiving the case. Document the contact.
- Review and analyze all reports prepared in the preliminary investigation phase.
- Review departmental records for similar cases or other cases involving the same victims and or suspects.
- Check criminal histories on all parties involved.
- Seek additional information from other Officers by addressing memoranda or e-mail to the Patrol Section and review the case at the weekly Investigations Section meeting.

**GENERAL PROCEDURE
(con't)**

- Communicate with other agencies requesting additional information on possible suspects or similar cases.
- Check available information management sources for any connection to other cases.
- Arrange for dissemination of information, such as a memorandum to be placed in the briefing room/book.
- Analyze the potential of any physical evidence collected and prepare the necessary laboratory requests and cover letters.
- Personally examine the crime scene.
- Conduct additional interviews and interrogations.
- Plan, organize, and conduct any necessary searches.
- Contact informants who may have or may be able to develop information regarding the case.
- Consult with an immediate Supervisor for additional guidance.
- Consider the value of a press release.
- Contact the victim of the crime for additional information and keep the victim advised of the case status.
- Review the results of the Laboratory examination.
- Identify and arrest suspects.
- Make appropriate requests for arrest warrant.
- Consider if a search warrant is appropriate.
- Prepare cases for court presentation.
- Assist the District Attorney's Office with the prosecution of the case.

