



Colorado Springs Police Department

Standard Operating Procedure

DL-1100-02 Conducting Follow Up Investigations

Section 1100 – Investigative Functions

Effective Date: 4/30/2021

Supersedes Date: 6/12/2013

.01 Purpose

The purpose of this directive is to provide guidance and direction to patrol officers and divisional detectives in the steps that may be necessary in conducting follow-up investigations.

.02 Cross Reference

[GO 104 Determining Probable Cause](#)

[GO 106 Search Warrants](#)

[GO 1034 Deconfliction Program](#)

[GO 1100 Investigation Procedures](#)

[GO 1400 Collection of Physical Evidence](#)

[GO 1810 Court Procedures](#)

[DL-1020-02 Patrol Preliminary Investigations](#)

[DL-1006-03 Interviewing Arrestees](#)

[DL-1100-01 Initial Investigations Procedures](#)

[DL-1100-03 Crime Scene Assessment](#)

.03 Definitions

This space left intentionally blank.

.04 Procedure

The following steps will be used as a guideline in conducting follow-up investigations assigned to Patrol Operations Bureau officers and detectives.

- Review and analyze all previous reports prepared in the preliminary phase.
- Review departmental records pertaining to principals or potential suspects in the case.
- Review suspects' criminal histories (if any).
- Review results from laboratory examinations (if any).

- Review evidence collected in preliminary phase; identify, and collect additional evidence to include video surveillance as needed.
- Review video surveillance evidence (as available) for identification of suspect(s) and/or possible forwarding to Crime Stoppers.
- Conduct additional interviews and interrogations, if necessary.
- Create search warrant(s) to recover newly identified or potential evidence and/or stolen property.
- Identify, plan, organize, and conduct all searches or surveillance, as necessary. (Prior to participating in these activities, follow [GO 880 Deconfliction Program](#).)
- Seek additional information from uniformed officers, informants, other agencies, crime analysis and city departments as needed.
- Identify and apprehend suspects utilizing Probable Cause Affidavits and/or Arrest Warrants. Conduct suspect interview/interrogation as needed.
- Determine suspect(s) potential involvement in other crimes (crime analysis, intelligence reports, suspect interviews, etc.).
- Disseminate information to other divisions, Public Information Officer, or other city departments, as appropriate.
- Package case for court presentation and associated documents (suspect(s)' criminal history, "Information Affidavit" and Request for Filing Decision") for review and filing of criminal charges by a Deputy District Attorney, and for subsequent court presentation.
- Assist prosecuting attorney in case preparation and prosecution. Determine if the suspect is a candidate for an exit interview, following the guidelines in [SOP P1-111 Interviewing Arrestees](#).

Victim Re-Contact

Investigators will make personal, mail, or telephone contact with the victim(s) in each case they are assigned within a reasonable time after initially being assigned to the case.

Unit supervisors will insure that the assigned investigator re-contacts the victim at least one additional time before the case is closed for any reason.

During the re-contact, the Investigator will attempt to obtain any new information pertinent to the case, and at a minimum will convey the department's genuine concern for the welfare of the victim and others associated with the case.

Investigators will make reasonable efforts to make a final contact with the victim when the case is closed for any reason to advise them of the final disposition.

Investigators are encouraged to contact victims and/or interested witnesses as often as is necessary to maintain open communication and provide appropriate updates on changes occurring in their case.