

Police Department Policy and Procedure Manual

Chapter 4 — Operations

Section Number: 4-5-7
Section Title: Preliminary and Follow-Up Investigations
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I. Policy

- A. One of Clive Police Department's primary responsibilities is to investigate criminal acts, identify and arrest perpetrators, recover stolen property, and gather admissible evidence. This responsibility is shared by all sworn members of the Department, and can best be accomplished when investigations are conducted and documented in a thorough, professional manner according to accepted investigative procedures.

II. Purpose

- A. In modern professional policing it is necessary for both patrol officers and investigators to conduct well-organized preliminary and follow-up investigations.

III. Definitions

- A. Preliminary Investigation: generally begins with the arrival of the first officers at the scene of an incident and continues until investigative activity is postponed or transferred to other personnel, and includes all steps taken to investigate a criminal act recorded in the original offense report. Except for cases initiated or reported directly to Investigators, the primary assigned patrol officer is responsible for conducting preliminary investigations.
- B. Follow-up Investigation: generally begins with the postponement of the preliminary investigation or reassignment and includes all steps taken to investigate a criminal act after the original offense report has been filed.

IV. Preliminary Investigations

- A. Each incident has its own set of unique circumstances that will determine the specific steps required to conduct a thorough preliminary investigation. Generally a thorough preliminary investigation requires that the primary and assisting Officers accomplish the tasks listed below:
1. Be observant for suspects or witnesses leaving the area while en route.
 2. Observation of all conditions, events, and statements made by subjects at the scene.
 - a. Determine if a crime was committed within the Department's jurisdiction.
 - b. Provide Communications with any description, method, direction of flight, and any other relevant information concerning wanted persons or vehicles.
 3. Location and identification of witnesses should occur as soon as possible and includes the identification of witnesses who have left the scene.
 - a. Officers should ensure that they obtain a valid name, address, phone number and/or email address from the witnesses. The officers shall make sure arrangements are made to obtain a sworn statement from them as soon as possible.
 - b. The victim and witnesses should be separated so that they do not confer about their observations and recollections of the incident.
 - c. Based on the number of victims and witnesses, it may be necessary to obtain limited statements at the scene to be followed by more detailed statements during the follow-up investigation.
 - d. Determine if the victim desires prosecution of the perpetrator.
 4. Maintain and protect the crime scene and arranging for the collection of evidence
 5. Attempt to apprehend the perpetrators.
 - a. Officers should attempt to elicit the identity or description of perpetrators from witnesses and victims as soon as possible. Any information that could result in the apprehension of the perpetrators should be relayed to Communications as soon as possible.
 - b. If the suspect is available, and probable cause has been established, the officer will determine if an arrest should be attempted immediately or if additional resources are necessary to safely attempt the arrest and minimize the possibility of escape.

- c. If the suspect is located he/she should be interviewed even if an arrest is postponed, if a statement can be legally obtained. Statements taken during preliminary investigations before alibis can be fabricated can significantly enhance the quality of a follow-up investigation.

6. Fully and accurately complete all required reports in a timely manner

V. Follow-Up Investigations

A. As with preliminary investigations, the specific steps necessary to conduct a complete follow-up investigation will vary with the type and circumstances of each incident. Generally, a thorough follow-up investigation requires that the following tasks are accomplished by the assigned Detective or Officer.

1. Review reports prepared documenting the preliminary investigation to:
 - a. Determine the course of action most likely to lead to the successful conclusion of the investigation.
 - b. Prioritize and assign tasks that need to be accomplished.
2. Conduct interviews with witnesses or victims who were identified but not interviewed during the preliminary investigation, and re-interview victims and witnesses interviewed during the preliminary investigation where more detailed information or clarification is needed.
3. Plan, organize, and execute searches to collect physical evidence and recover stolen property
 - a. Ensure that physical evidence collected during the preliminary investigation is processed and if appropriate, transferred to the appropriate facility.
 - b. Review and analyze laboratory reports as received.
4. Utilize varied sources to seek and develop additional information.
 - a. Query internal and external electronic information databases.
 - b. Consult other Officers and Investigators who may have pertinent information.
 - c. Seek information from Confidential Informants, Confidential Sources, and Cooperating Individuals.
 - d. Through database queries, contacts with Detectives/Officers of other agencies, and crime analysis, determine if the suspects are involved in other crimes in this or other jurisdictions.

- e. Search public databases via the Internet or other means
- f. Search social media sites
- 5. Conduct background investigations on involved parties
 - a. All suspects' criminal histories should be queried through NCIC.
 - b. Suspects from other states and localities should be queried through the local and state law enforcement agencies' information systems for involvement in incidents not reported to NCIC or that did not result in their arrest.
 - c. Friends, associates, employers, relatives, current and former spouses, jail visitors, criminal associates, and others may be contacted as appropriate to obtain background information on an involved party.
 - d. While background investigations are most frequently done on suspects, in some cases it is necessary and prudent to conduct background investigations on witnesses and victims.
- 6. Identify and attempt to apprehend suspects. In those cases where probable cause has been established or a warrant has been issued, every effort will be made to safely apprehend the suspect as soon as possible.
 - a. The same sources of information used to conduct background investigations can be used to locate wanted individuals.
 - b. Apprehended suspects should be interrogated in compliance with all legal requirements.
- 7. Fully and accurately document all aspects of the follow-up investigation in a timely manner.
- 8. Call-Out report preparation
 - a. Some of the elements that should be included in the call-out supplemental should report include, but is not limited to the following:
 - (a) Date and time of arrival at the scene
 - (b) Location of the crime
 - (c) Name of the victims if known
 - (d) Name of the suspect if known
 - (e) Action taken at the scene including a description of the photographs taken, the documentation of measurements if taken and the list of physical evidence recovered.

9. Assist the County Attorney with trial preparation if called upon to do so.



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