

PROCEDURE MANUAL

07-30



MICHIGAN STATE POLICE

Conducting Investigations

Purpose: This Procedure Manual establishes procedures for conducting investigations. While this Manual is not designed to cover every situation, it provides essential guidelines and requirements for conducting preliminary investigations, performing follow-up, and supervision of open investigations.

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Definitions:

Cold Case: An unsolved criminal investigation that remains open pending the discovery of new evidence and/or information.

Evidence: For the purposes of this Manual, evidence refers to property used to help prove an element of the crime or civil infraction.

Property: For the purposes of this Manual, property refers to any item taken into the possession of a member at the scene of a crime, traffic crash, or during the course of an investigation.

Scene: Generally considered to be the area, object, or person from which evidence is identified, documented, collected and/or analyzed. The area of a crime scene is only limited by the actions and distances covered by persons or objects involved in the situation.

Section 1: Preliminary Investigation

1.1 Procedures

- a. Preliminary investigation begins when a member is dispatched to a complaint, assigned a complaint through their work unit, or when initiated through proactive patrol. The member conducting the investigation shall:
 - i. Secure the crime scene as safely as the circumstances permit during on-scene investigations.
 - ii. Provide care to injured individuals within the scope of their training until emergency medical services arrive.
 - iii. Observe all conditions, events, and remarks. Assess whether a crime has been committed and determine the nature of the offense.
 - iv. Locate, identify, and gather information and statements from complainants, witnesses, and suspect(s), if known.
 - v. Arrest the suspect(s) if necessary and able to be accomplished on scene.

- vi. Maintain and protect the scene until the proper documentation, photographs, and the collection of property or evidence has occurred.
 - 1. Property or evidence shall be packaged and processed according to department written directives.
- vii. Follow department written directives regarding when to notify and request assistance from tactical or investigative resources.
- viii. Ensure the safe transport and proper safeguarding of evidence and/or property items.
- ix. Provide complainants and victims the proper documentation regarding their incident.
- x. Ensure follow up investigations and court procedures are followed when applicable.
- xi. Complete an incident report in accordance with department written directives and Michigan Compiled Laws.

Section 2: Follow-up Investigation

2.1 Follow-up Procedures

- a. Follow-up investigation shall occur after all leads have been exhausted during the preliminary investigation. The member conducting the follow-up investigation shall:
 - i. Review prior reports and investigative steps to determine whether a thorough initial investigation was completed.
 - ii. Ensure all open cases are reviewed at least once every thirty days. Members shall document activity for each investigation on the incident journal in eAICS.
 - iii. Follow up with the complainant(s)/victim(s) and attempt to conduct any additional interviews and interrogations when applicable. Seek additional information that may assist in a satisfactory conclusion to the investigation.
 - iv. Plan, organize, and conduct searches as necessary
 - 1. If additional evidence and/or property is obtained it shall be collected, packaged, and processed according to department written directives.
 - v. Consider seeking assistance with appropriate resources available through department special investigative units.
 - vi. Attempt to identify and apprehend/arrest suspects.
 - vii. When applicable, conduct a check for criminal history on the suspect(s) identified.
 - 1. Michigan Compiled Laws section 769.10 and section 769.11 describes state laws on subsequent felony charges and enhanced sentencing.
 - 2. Should the criminal history indicate the individual has previously been convicted of a felony or similar crime, the prosecutor's office shall be notified.
 - viii. Prepare court documents in accordance with work unit and prosecutor's office policies. Members shall assist the corresponding prosecutor's office or applicable court personnel with all cases assigned in a timely manner.

Section 3: Cold Cases

3.1 Cold Case Guidance

- a. A homicide investigation may be designated as cold when all investigative leads have been exhausted and the case has not been solved.
- b. Following worksite procedures, a homicide case designated as cold may be referred to an investigator who shall use the solvability matrix to determine if the case can be reopened for investigation as a cold case.
- c. All reopened cases shall be investigated and documented in accordance with department written directives.

Section 4: Supervisor Responsibilities

4.1 Supervision

- a. Supervisors shall conduct monthly reviews of all cases to ensure proper and timely review and follow-up investigations are occurring.

Review Responsibility: Field Services Bureau

Accreditation Standards: CALEA 42.2.1, 42.2.2, 42.2.7