

	PARADISE VALLEY POLICE GENERAL ORDER Investigative Protocols	Order Number
		42.1
		Date
		03-01-15

42.1 Investigative Protocols

- A. The Investigations Unit has case and follow-up responsibility on cases that have been taken by the Patrol Bureau or directed by the command staff.
- B. The Sergeant who is in charge of Investigations *shall* use the case screening and case file management system to apply effective allocation of available resources to cases arising in the community, focusing on matters with high priority, cases which appear to be effectively prosecutable, and matters involving habitual repeat offenders. They shall also detectives' caseloads and case progress on at least a monthly basis.
- C. Detectives who are assigned a case shall complete a thorough follow-up investigation. The exact steps to be taken in an investigation depends upon the facts, but may include any or all of the following, as well as any other investigative steps that may be required in the particular case:
 1. Reviewing and analyzing all existing reports, laboratory tests and evidence.
 2. Conducting additional interviews and interrogations.
 3. Seeking additional information from patrol officers, informants or others.
 4. Preparing and seeking appropriate search and arrest warrants.
 5. Planning, organizing and conducting searches and collecting physical evidence.
 6. Completing supplemental case reports.
 7. Preparing for presentation of the case to the prosecution for issuance of an arrest warrant or summons.
 8. Identifying suspects, requesting arrest warrants and apprehending suspects.
 9. Preparing for court testimony.

Detectives should maintain contact with the victim and other witnesses involved in the case throughout the investigation, providing updates as appropriate.