

2.350 INVESTIGATIVE PROTOCOLS

(42.2.3)

- A. The directives in the remainder of this unit, **2.351 et seq.**, deal with various crimes, incidents, and certain critical information and steps that may be necessary to conduct proper initial and follow-up investigations or investigative procedures, particularly for complicated or uncommon investigations.
- B. Even though the directives are written in such a way that they can be used as check lists, they contain only certain critical, but not all, investigative steps.
- C. Other crimes and incidents not covered in **2.351 et seq.** may have their own, separate sections within this Manual and should be consulted when conducting those related investigations.

2.350.02 Investigative Guides

- A. Various investigative guides have been created as checklists to assist:
 - 1. Officers investigating certain types of incidents and then writing corresponding reports; and
 - 2. Supervisors and commanders evaluating and approving the reports.
- B. Investigative guides are working documents that are not retained in agency report files.
 - 1. Officers who choose to use an investigative guide without being required to do so by a supervisor may keep or destroy the guide after the report is submitted and approved.
 - 2. Officers who are required by supervisors to use investigative guides will submit the completed guides to their supervisors after reports are submitted for approval. Supervisors will retain these guides not longer than 18 months as supporting documents in the Employee Performance Review and Development process (EPRD).
- C. Investigative guides include, but are not limited to:
 - 1. **UPO.090.D Investigative Guide – General.** A general investigative checklist and report writing guide that may be used for any incident;
 - 2. **UPO.091.D Investigative Guide - Burglary;**
 - 3. **UPO.092.D Investigative Guide - Robbery;**
 - 4. **UPO.093.D Investigative Guide – Hate Bias; and**
 - 5. **UPO.094.D Investigative Guide – Search Warrant.**