



## 2-60 PRELIMINARY AND FOLLOW UP CRIMINAL INVESTIGATIONS

Related SOP(s): None

### 2-60-1 Purpose

It is the purpose of this policy to provide guidelines to personnel conducting preliminary and follow up criminal investigations.

### 2-60-2 Policy

It is the Department's policy that ~~unit supervisors~~ personnel responsible for criminal investigations will establish and follow case management procedures, state statutes, and city ordinance to make the most effective use of resources. This policy describes minimum investigative case management procedures.

### 2-60-3 Definitions

#### A. Preliminary Investigation

The initial stage of any investigation.

#### B. Follow-Up Investigation

A follow-up investigation is the continuing and final stages in any investigation unless the investigation was closed as part of the preliminary investigation.

### 2-60-4 Procedures **Criminal Investigation Case Management**

#### A. Preliminary Investigations

1. Field Services officers will conduct preliminary investigations on all crimes and any other incidents of a suspicious nature.
2. Field Services officers will determine the exact nature of the call, begin a preliminary investigation, and determine if a specialized unit is needed.
3. Steps to be followed in conducting preliminary investigations that may include but are not limited to:
  - a. Establish jurisdiction;
  - b. Observe all conditions and events;
  - c. Locate, identify, and interview witnesses, victims, and suspect(s);



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- d. Identify and protect the crime scene and the evidence;
- e. Ensure that necessary evidence is collected;
- f. Effect the arrest of the suspect if known and if probable cause exists; and
- g. Report the incident fully and accurately.

4. All investigations not requiring follow up by a specialized unit will be the responsibility of the primary officer.

5. In the event that a case is assigned to a specialized unit, the primary officer will write the initial offense/incident report.

B. Follow-Up Investigations

1. Steps to consider when conducting follow up investigations:

- a. Review and analyze all previous reports;
- b. Conduct additional interviews and interrogations, when necessary;
- c. Review departmental I.D. records;
- d. Seek additional information from officers, informants, etc.;
- e. Review results from Criminalistics;
- f. Arrange for the dissemination of information as appropriate;
- g. Plan, organize, and conduct searches;
- h. Collect physical evidence;
- i. Identify and apprehend the suspect(s);
- j. Check criminal histories;
- k. Determine the involvement of suspects in other crimes;
- l. Prepare cases for court presentations and assist in the prosecutions; and
- m. Notify victims of the status of their case.

2. It is the responsibility of the investigating officer's immediate supervisor to ensure that a proper and thorough investigation is completed.

C. Case Screening

1. Unit supervisors will screen each case individually to determine whether or not the case will be assigned to an investigator for further investigation.
2. The objective of case screening is to apply available personnel to those investigations that have the best chance of being successful.



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3. Screening of preliminary investigative information will assist in the decision on whether a follow-up investigation will be made.
- D. The Case Solvability Matrix will be used by the unit supervisor to assist in determining the decision to assign the case for follow-up.
- E. Designation of a Case Agent
  1. Once assigned, the investigator receiving the assignment will be considered the case agent, and therefore, will be accountable for the follow-up investigation.
- F. Case File Maintenance
  1. Unit supervisors will use the Department's approved Case Management System for assigning criminal cases for follow-up investigation.
    - a. Unit supervisors will use a case status control system for managing cases receiving follow-up investigation. At a minimum, the system will contain the date of the complaint, type of complaint, investigator assigned, date assigned, case number, report due date, and case disposition.
  2. Case files will be maintained on all cases in which investigative activities are ongoing.  
~~The case files provide an immediate information resource to investigators.~~
  3. The case files will contain a copy of preliminary reports (all originals will be maintained in Central Records), witness/victim statements, results of physical evidence examinations, and other reports and records needed for investigative purposes.
  4. These files will be consolidated into the Central Records System when the case is ~~suspended or~~ closed.
    - a. Criteria for Suspending Investigations
  5. Personnel will establish criteria for suspending investigations. The criteria may include:
    - a. Lack of further leads or solvability factors;
    - b. Unavailability of investigative resources; and/or
    - c. Severity of the crime committed.



G. Case Solvability Matrix

~~Administrative Case Designations~~

~~An administrative designation of “open”, “closed pending further leads (suspended)”, or “closed” will be assigned to each case, as appropriate.~~

~~“Open” means the case is assigned to an officer and investigative efforts are active.~~

~~“Suspended” means all available leads have been exhausted but the case has not been brought to a conclusion and investigative efforts may resume.~~

~~“Closed” means the case has been concluded (includes Closed by Exception, Closed by Arrest and Unfounded cases).~~

~~Investigative Case Status ContrUnit supervisors will use a case status control system for managing cases receiving follow-up investigation. At a minimum, the system will contain the date of the complaint, type of complaint, investigator assigned, date assigned, case number, report due date, and case disposition.~~

~~Case Screening System~~

~~Unit supervisors will screen each case individually to determine whether or not the case will be assigned to an investigator for further investigation.~~

~~The objective of case screening is to apply available personnel to those investigations that have the best chance of being successful.~~

~~Screening of preliminary investigative information will assist in the decision on whether a follow-up investigation will be made.~~

~~The Case Solvability Matrix will be used by the unit supervisor to assist in determining the decision to assign the case for follow-up. Examples of criteria include the availability of personnel, the degree of seriousness, and other solvability factors such as:~~

- ~~Is the suspect identified or described in detail?~~
- ~~Are there any witnesses available?~~
- ~~Vehicle tag numbers/descriptions?~~
- ~~Physical evidence available?~~
- ~~Informant information?~~

**APD Case Solvability Matrix**



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*Each solvability factor is assigned a score. Add the scores together to determine if the case should be assigned.*

<b>Points</b>	<b>Solvability Factor</b>	<b>Score</b>
10	Suspect Identified	
7	Presence of Significant Evidence (CODIS, AFIS hit)	
5	Identifiable Property Characteristics (serial numbers, marks, etchings, account numbers, etc.)	
4	Identifiable Suspect Vehicle Information (License plate, significant description)	
3	Significant Description of Suspect (First and last name, alias, address, tattoos, videos/photos, etc.)	
2	Belief that crime may be solved with publicity and/or reasonable additional investigative effort	

**TOTAL SCORE**

*The crimes listed as "Mandatory Assignment," below, will automatically be assigned for follow-up.*

<b>Crime Type Classification Priority List</b>	<b>Mandatory Assignment</b>
Homicide	Yes
Aggravated Battery (felony level)	Yes
Criminal Sexual Penetration	Yes
Child Victim	Yes
Robbery	Yes
Kidnapping	Yes
Aggravated Assault	*
False Imprisonment	*
Residential Burglary	*
Auto Theft	*
Commercial Burglary	*
Auto Burglary	*
Other Felony Crimes	*

*\* Assignment is dependent upon the score determined from the solvability factors, above:*

**15 or more** – Mandatory Assignment  
**10-14** – May Assign  
**9 or less** – Primary Officer Follow-up

Connect tips, citizen tips, or Crime Stoppers Tips will be implemented into the matrix. Incidents of high publicity or significant events may be assigned at the discretion of the area commander or unit supervisor.