

**6.04**  
**CRAIG POLICE DEPARTMENT**  
**Office of Chief of Police**  
**General Order**

<b>Date Issued:</b> July 25, 1997	<b>Revision Date:</b> April 1, 2009
<b>Subject:</b> Criminal Investigation	<b>Reference:</b> None
<b>To:</b> All Officers	

**I. POLICY:**

The purpose of this procedure is to achieve a more effective utilization of manpower through established areas of responsibility for conducting criminal investigations.

**II. PROCEDURE:**

**A. Preliminary Investigation:** The preliminary investigation begins while in route to the scene and continues until a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation.

The following activities are part of the preliminary investigation:

1. Provide aid to the injured.
2. Protect the crime scene to insure that evidence is not lost or contaminated.
3. Determine if an offense has actually been committed, and if so, the exact nature of the offense.
4. Determine the identity of the suspect(s) and affect an arrest if it can be accomplished either at the scene or through immediate pursuit.
5. Furnish other field units (through the communications center) descriptions, method and direction of flight, and other relevant information concerning wanted persons or vehicles.
6. Obtain complete identification of all witnesses.
7. Gather information from all victims and witnesses.
8. Arrange for the collection of evidence.
9. Determine in detail the exact circumstances of the offense.

**10.** If at all practical, it is highly encouraged to obtain audio/video recordings and/or written statements victims and witnesses and from the suspect if such statements can be obtained legally.

**11.** Accurately and completely record all pertinent information on the prescribed report forms.

## **B. Responsibility for Conducting the Preliminary Investigation**

Except in those cases where the presence of a uniformed officer would obviously prevent a proper investigation being made, the uniformed patrol officer assigned to the call shall conduct the preliminary investigation.

The assigned patrol officer shall initiate and complete as many of the activities listed above as are needed. The individual circumstances of the incident shall determine how many of the activities are required.

Before the end of the officer's shift the patrol officer shall complete his initial field report, if one is required. He shall list on the prescribed report all pertinent information obtained at the scene of the offense.

**Immediate Notification of Crime to Other Units** - The patrol officer assigned shall be responsible for initiating action to inform the on-duty supervisor, or officer in charge of a serious crime or one requiring immediate on-the-scene follow-up investigation. The on-duty supervisor or officer in charge will be responsible for notifying other departmental units.

**C. Follow-Up Investigation** - An extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to affect the arrest of an offender and/or recover stolen property.

Basic activities of the follow-up investigation include:

- 1.** Identification and apprehension of the offender.
- 2.** Arrange for the analysis and evaluation of evidence.
- 3.** Recovery of stolen property.
- 4.** Interviewing victims and witnesses.
- 5.** Interrogation of suspects.
- 6.** Determining if the suspect may have committed other crimes.
- 7.** Recording information obtained.

## 8. Preparation of case for court presentation.

### **D. Responsibility for Conducting Follow-Up Investigations**

The patrol force will be responsible for conducting and completing the investigation of all non-criminal calls for police service and for crimes not specifically requiring investigator notification, see section E below.

In incidents of a non-criminal nature and in offenses, the patrol officer will request the assistance of his patrol field supervisor when he feels the need for counsel and guidance.

Occasionally, in cases assigned to the patrol force for follow-up, additional investigations will be required at the end of the tour of duty of the assigned officer. In such cases the assigned officer's immediate supervisor will determine whether the investigation should be discontinued until the assigned officer's next tour of duty or continued by officers on the relieving shift. Except in cases where the investigation would be jeopardized by its temporary discontinuance, it shall remain the responsibility of the assigned officer.

When an immediate need exists at the end of the shift to continue the investigation, the patrol field supervisor or case officer shall make the assignment of continuing investigation to another officer.

A supplemental report must be prepared by any officer who has information that is pertinent to the case.

Investigators shall be responsible for conducting the follow-up investigations of more serious offenses similar to those listed in Section E below, or which will require a lengthy time to complete the follow-up.

The Support Services Commander shall make case assignments in the Investigative Division based on case screening guidelines (see form attached to end of general order) that review the solvability factors. Any case that has a solvability factor of 10 or more will be assigned to investigations.

The investigation should be "follow-up" in nature and not a repetition of the activities of the preliminary investigator.

### **E. Investigator Notification**

There will be mandatory notification on cases that due to the severity of the crime an investigator(s) needs to respond and assume control of the investigation. On all other cases the shift supervisor will make the decision to notify the on-call investigator based on the initial responding officer's experience, training and availability to complete a thorough investigation.

### **Mandatory Notification:**

1. Any case resulting in the death of an individual. This includes: homicide, suicide, unattended death and fatal motor vehicle accidents.
2. Any Craig Police Department officer involved shootings (other than destruction of animals, accidents with no injury and practice.)
3. Any felony assault (physical/sexual) in which immediate follow-up is needed to secure a crime scene or the arrest of suspect(s).
4. Any major burglaries (excessive dollar amount) as determined by the supervisor.
5. Any robbery.
6. Any case involving the transportation, cultivation, manufacturing or sale of narcotics in which immediate follow-up is required.
7. Any hostage or barricaded suspect cases.

In all cases, the on-duty supervisor must be notified prior to the investigator being called.

It will be the responsibility of the investigator to notify the District Attorney and Support Services Division Commander on any case they deem needs immediate notification. It will be the shift supervisor's responsibility to notify the Chief of Police and Operations Division Commander on any case they deem needs immediate notification.

When possible, the investigator will include the initial responding officer in all facets of the investigation. This will enhance the officer's experience and promote teamwork within the department.

It is the responding officer's responsibility to obtain enough information to complete the initial report. The investigator shall be responsible for obtaining all pertinent information from the initial officer prior to follow up investigation.

**F. Responsibilities of the Patrol Field Supervisor:** It shall be the responsibility of the Patrol Field Supervisor to insure that an adequate and complete investigation has been made and to review all initial and supplemental reports prepared by the Officers under their supervision.

The field supervisor shall assist Officers under their direction regarding questions as to whether a follow-up should be made by uniformed personnel or investigators.

The field supervisor shall determine whether continuing investigation by patrol officers shall be held in abeyance until the next tour of duty of the investigating officer, or continued by personnel assigned to on-coming shifts.

**G. Notification** - Chief of Police - The appropriate Division Commander or their designee shall notify the Chief of Police of crimes involving death, SRT call outs, or any call which in their judgment may have a significant impact on the department or community. This will include circumstances involving Craig Police Officers where serious injury is involved.

**Authorized By:**



**Walter K. Vanatta**  
**Chief of Police**

**Craig Police Department – Investigations Division**

**CASE SCREENING FORM**

**Case Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Initial Officer:** \_\_\_\_\_

**Case Type:** \_\_\_\_\_

**Case Screening Guidelines**

- The Division Commander may use the following solvability factors to determine which criminal offenses will be investigated.
- Solvability factors will be circled, where applicable, and their total weight determined, using the factors, regarding the possibility of solving the crime.
- If the total weight of the solvability factors equals 10 or more, the case shall be assigned to an investigator for further investigation. If the total is less than 10 points it may still be assigned based on any special circumstances that may apply.

**SOLVABILITY FACTOR**

**WEIGHT**

1. Estimated time lapse of crime discovery	
a. Less than 1 hour	3
b. 1-12 hours	2
c. 12-24 hours	1
d. More than 24 hours	0
2. Crime discovered on-view by officer	5
3. Witness to crime (weight depends on credibility)	1 2 3 4 5
4. Suspect can be identified	10
5. Suspect can be described	4
6. Suspect can be located	4
7. Suspect has been seen in area previous to offense	2
8. Suspect vehicle can be identified	7
9. Partial description of suspect vehicle	2
10. Stolen property can be traced	5
11. Stolen property has been recovered	7
12. Significant/unique method of operation	3
13. Significant amount of physical evidence recovered	3
14. Recovered latent fingerprints	5
15. Limited opportunity for offender to commit the crime	4
16. Other consideration/impact on community	1 2 3 4 5

**TOTAL** \_\_\_\_\_

**Screened by:** \_\_\_\_\_