

## 2.07

# Follow-up Investigations, Detective assignments and Call-In Procedures Of the Lancaster Police Department

## 1. General considerations and Guidelines

Follow-up investigations are investigations into crimes beyond the preliminary investigation performed by the first responding officer(s) at the scene. Follow-up investigations are generally the responsibility of the Departments Detective Unit; however Patrol Officers may conduct their own follow-up investigations for those less serious crimes that do not require that utilization of resources generally unavailable to Patrol Officers.

## 2. Policy

It is the policy of the Lancaster police Department to conduct follow-up investigations in accordance with the criteria established in this policy.

## 3. Procedures

### A. Responsibilities

1. The department shall maintain a list of Investigators to cover hours in which investigators are not assigned to duty shifts.
2. It shall be the responsibility of the Officer In Charge to determine
  - A. whether a follow-up investigation shall be conducted
  - B. How many investigators are to be assigned to each investigation.
  - C. How many hours are to be expended on each investigation.

## B. Criteria for Determining Whether to Conduct Follow-Up Investigations

1. The officer in charge shall review the preliminary investigation report and apply Departmental Screening criteria to determine if a follow-up investigation will be conducted. Screening criteria includes
  - a. The nature and seriousness of the crime
  - b. Solvability factors
  - c. Community reaction to the crime
  - d. Availability of department resources
  - e. The documented experiences of this department and other law-enforcement agencies
  - f. Research conducted by the department including the application and utilization of crime analysis
  - g. Research conducted by other law-enforcement agencies.

### Mandatory Investigator Call-In Shall be as follows.

- a. Crimes that involve death or serious bodily to injury which could result in death.
- b. Officer involved shooting or shots fired call without officers return fire. (Not hunting season calls)
- c. Kidnappings or endangered missing child calls.
- d. Suspicious or unusual death including suicides, or any time the Medical Examiner accepts the case.
- e. Fatal motor vehicle crash or serious motor vehicle injury with the possibility of death as a result.
- f. Home invasion, armed or unarmed robbery cases.
- g. Arson or suspicious fires of serious nature.
- h. Rape or serious sexual assault
- i. Any felony involving time sensitive follow-ups that the officers themselves cannot fulfill.

Note. Any above listed calls where the investigator is NOT called in shall be documented by incident documentation by Officer in Charge i.e suspect in custody and gives confession, taken over by other agency

## Discretionary Call-In shall include.

- a. Breaking and entering's where processing of scene is necessary.
- b. Assistance with cases involving search warrants.
- c. interview and interrogation.
- d. assistance with crime scene processing.
- e. large-scale narcotic related crimes.
- f. non-time sensitive follow-up investigations.
- g. cases involving endangered missing adults requiring search.
- h. In any case that public outcry may deem follow up investigation services are required.

In general the responsibility for conducting follow up investigations will be with the Detective Division; however the patrol section maybe assigned for some follow-up investigations.

- a. Cases involving specialized skills, knowledge or ability should be assigned to those officers having that expertise
- b. One particular Detective shall be assigned as the Principal Investigator
- 5. Detectives shall periodically attend patrol officer shift briefings, and update officers on case status.

## Conducting follow-up investigations.

The following guidelines should be followed as applicable during all investigations.

1. Reviewing and analyzing all previous reports prepared in preliminary phase, department records, and laboratory results.

2. Conducting additional interviews and interrogations
3. Seeking additional information from other officers or informants
4. Arranging for dissemination of information as appropriate
5. Planning, organizing and conducting searches if necessary.
6. Identifying and apprehending suspects
7. Determining involvement of suspects and other crimes
8. Conducting background investigations and checking suspects criminal histories
9. Conducting surveillance
10. Collecting physical evidence
11. Preparing cases for court
12. Assisting in the prosecution with the District Attorney's Office

Officers conducting investigations shall follow all policies and procedures regarding victim, witness assistance, confidential informants, search and seizures, eyewitness Identification, collection and preservation of evidence.

## 6. Case Status,

The objective of case screening is to assign available personnel to those investigations that have the best chance of being successful. The OIC shall supervise the status of case assignments utilizing the following administrative designations appearing on all investigative reports.

- a. Open: a case assigned to a Detective that investigative efforts are active
- b. Suspended- all available leads have been exhausted but the case is not been brought to satisfactory conclusion and investigative efforts may be resumed
- c. Closed- the case has been satisfactory conclude.

## 5. Criteria for suspending investigative efforts

A designation of suspended shall not be made without an evaluation by the principal investigator based on the following

- a. absence for the leads or solvability factors
- b. unavailable or availability of investigative resources
- c. negative interviews with victims and witnesses
- d. inconclusive physical evidence found at the scene of the crime
- e. the exhaustion of all other information sources
- f. the degree of seriousness of the crime.

In all cases the principal Investigator shall have the approval of a Superior Officer to suspend investigative efforts

## 6. Case File Management

1. A system of Case File Management for the Department's Criminal investigator

Function shall be established it shall include:

- a. The case control status system
- b. Administrative designators for each Case
- c. Types of records to be maintained
- d. Accessibility to the files
- e. File purging procedures

## 7. Investigative Task Force

1. Should the need arise for the establishment of an Investigative Task Force, it shall be the responsibility of the Detective Division Commanding Officer to develop a plan for such a body and submit it in writing to the Chief of Police for approval.

2. The Investigative Task Force Plan will contain the following criteria
  - a. Specific characteristics of the problem, and need to establish a task force to meet the problem
  - b. Consideration of the general benefits and expecting drawbacks as an approach to coping with the identified problem
  - c. Examination of the ramifications of the decision to undertake the task
  - d. Authority, responsibility and accountability for the actions and operations
  - e. Assessment of resources and constraints
  - f. Selection of the optimal approach required for a successful conclusion
  - g. Procedures for monitoring and evaluating the progress of efforts
  - h. Manpower and financial resources needed to meet objective
  - i. Preparation for implementation and implementation of the task force