221.01 SUMMARY

This directive describes the responsibilities of Department personnel in the preliminary investigation of an incident.

221.02 SUPERVISOR RESPONSIBILITIES

**PATROL COMMANDER** – Monitors all Supervisor/Officer actions at the scene and administers guidance or corrective action as required to assure the successful completion of the preliminary investigation.

**PATROL SERGEANT** – Monitors the actions of the assigned Officers and ensures that all Officer actions during the preliminary investigation comply with departmental Directives, law, and sound investigative practices. The Sergeant may advise, counsel or relieve any Officer whose actions are inappropriate.

221.03 ASSIGNED OFFICER RESPONSIBILITIES

The Officer assigned to the incident is responsible for:

1. Preliminary investigation and disposition of the incident unless the presence of a uniformed Officer would hinder a proper investigation.

2. Command of the scene until relieved by Supervisory personnel or a Detective.

3. Collection and preservation of evidence while the incident is under the Officer’s command.

4. Listing all pertinent information obtained at the scene on the required report form(s).

5. Completion of all reports prior to end of shift unless Supervisory personnel direct otherwise.

221.04 PRELIMINARY INVESTIGATION

The assigned Officer initiates and completes as many of the following preliminary investigation activities as possible consistent with the circumstances of the incident:

1. Provide aid to injured persons and request the Ambulance, Forensics Investigator, Investigations Section, Coroner, or other support as required in the “Notifications” (ADM-114) directive.
2. Protect the crime scene to ensure that evidence is not lost or contaminated.

3. Observe conditions, events, and remarks.

4. Determine if an offense has been committed, its exact nature, and the circumstances surrounding the incident.

5. Determine the identity of any suspects and make an arrest if that can be done at the scene or through immediate pursuit.

6. Arrange for interrogation of any suspects.

7. Furnish other field units with descriptions, method and direction of flight, if appropriate.

8. Determine the identity of any victims and, when possible, obtain complete identification of any witnesses and any information the victims or witnesses have related to the offense.


10. Obtain statements from any suspects, when legally practical.

11. Record information accurately and completely on department report forms.

**221.05 COMPLAINANT DOES NOT WISH TO PROSECUTE**

**FELONY CASES – AGGRAVATED SITUATIONS**

1. The Officer reviews the situation in total and considers all factors including:
   - Gravity of the offense and the effect on the neighborhood and the community.
   - Potential for continued danger and increasing hazards if the situation is left unattended.
   - Potential of suspect fleeing the area or harming others.
   - Ability of the victim to make a proper decision.

2. The Officer forwards the case to the District Attorney’s office for review.

**NON-AGGRAVATED SITUATIONS** – the Officer submits a report based on a limited investigation, documenting the desire of the complainant.

**IN ALL SITUATIONS** – When appropriate, the Officer obtains a written request from the victim that expresses a wish not to prosecute and attaches the request to the report.
221.06 INVESTIGATIONS CALL-OUT

If a Patrol Supervisor deems it is necessary to call out Investigations Section personnel, the Supervisor will contact the Investigations Section Sergeant. The Investigations Sergeant will then contact and assign Investigations personnel.

**Examples** – Cases that normally necessitate an Investigations call out may include:

- Homicide.
- Forcible Sexual Assault.
- Armed robbery.
- Aggravated assault from which the victim is likely to die.
- Officer-involved shooting.
- Assaults on Officers resulting in serious injury.
- Child deaths or serious bodily injury cases.
- Violent, destructive force used on a Police building or vehicle.
- Kidnap or extortion.
- Complex drug related crimes.

**Brief the Investigations Section Sergeant** – Provide basic details, such as:

- Type of case.
- When and where the crime was committed.
- Persons involved, is known.
- Steps or tasks the Patrol Section has already taken.
- Officer in charge of the scene.

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