



**California State University, Los Angeles**  
**Department of Public Safety**

---

NUMBER:	IV-24	APPROVED:	_____
			Gregory D. King, Chief of Police
EFFECTIVE:	May 1, 2007		
SUPERSEDES:	1/28/2004	Revised/Reviewed:	May 1, 2010
SUBJECT:	<b>Preliminary and Follow-up Investigations</b>		

---

I. PURPOSE:

The purpose of this policy is to establish responsibilities and procedures for the preliminary investigation of cases and any subsequent follow-up investigation activities.

II. POLICY:

It shall be the policy of this department to conduct thorough preliminary and follow-up investigations of all offenses reported. Patrol officers, who take preliminary reports and conduct the preliminary investigation, must obtain as much information as possible to aid in the eventual apprehension of any suspects.

III. DEFINITIONS:

- A. Crime Scene. The location where the crime occurred or where the indication of the crime exists.
- B. Follow-up Investigation. An extension of the preliminary investigation. The purpose is to provide additional investigation in order to close a case, arrest an offender, and/or recover stolen property. The investigation may include the following activities:
  - 1. identifying and apprehending the offender;
  - 2. collecting, preserving, analyzing, and evaluating evidence;
  - 3. recovering stolen property;
  - 4. locating, identifying, and interviewing victims and witnesses;
  - 5. questioning suspects;
  - 6. determining in detail the exact circumstances of the offense;
  - 7. determining if other crimes may have been committed by the suspect;
  - 8. reporting information obtained; and
  - 9. preparing case for court presentation.
- C. Habitual Offender. For this policy, a habitual offender is a person who has been arrested three or more times for the same offense, or who has been convicted of three or more felony convictions.
- D. Physical Evidence. Any substance or material found or recovered in connection with a criminal investigation.

- E. Preliminary Investigation. Generally, the activity that begins when officers arrive at the scene of an incident. The activity should continue until such time as a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation. The investigation usually includes the following tasks:
1. providing aid to the injured;
  2. protecting the crime scene to ensure that evidence is not lost or contaminated;
  3. determining if an offense has actually been committed and, if so, the exact nature of the offense;
  4. determining the identity of the suspect or suspects and affecting an arrest if it can be accomplished either at the scene or immediate pursuit;
  5. furnishing other field units, through the communications system, descriptions, method and direction of flight, and other relevant information concerning wanted persons or vehicles;
  6. obtain complete information on all witnesses;
  7. determining what information is known by the victim and witnesses;
  8. arranging for the collection of evidence;
  9. determining in detail the exact circumstances of the offense;
  10. obtaining written statements from victims, witnesses, and if legally possible, from the suspect; and
  11. accurately and completely recording all pertinent information on the prescribed report forms.
- E. Serious Offender. This is a person who has been identified as a suspect in a crime against a person, where the victim has sustained death, serious physical injury, or extreme physical and/or mental duress.
- F. Witness. A person who has information or evidence relevant to the investigation of a specified crime.

#### IV. PROCEDURES:

- A. Patrol officers will be responsible for conducting thorough, accurate and complete preliminary investigations and are encouraged to continue with the investigation and follow-up as needed, in an effort to bring the case to a satisfactory conclusion.

Steps to be followed in conducting preliminary investigations include:

1. Render aid for injured subjects and request appropriate medical attention, if necessary.
2. Maintain the integrity and security of the crime scene by requesting necessary resources, and arrange for the collection of evidence.
3. Observe and document all conditions, events and remarks.
4. Determine whether an offense has been committed or attempted and the nature of the offense.
5. Locate and obtain complete identities of complainants, witnesses and other involved parties.

6. Identify suspects and affect an arrest, if possible.
  7. Relay to other officers all relevant information concerning wanted suspects and/or vehicles, including direction of travel.
  8. Interview and obtain statements from witnesses, victims, complainants, and suspects and any other relevant parties. If an investigator is to respond to the scene, the supervisor should coordinate all interviews with the investigator.
  9. Prepare the preliminary crime/incident report.
- B. Investigators will prepare the initial crime/incident report and conduct the preliminary investigation on all felony and serious misdemeanor cases that are reported directly to them.
- C. Assignment of Follow-up Investigations
1. Each shift Sergeant will review all crime reports written by patrol personnel assigned to them and make a determination if the case requires a follow-up investigation.
  2. If the shift Sergeant determines that a follow-up investigation is appropriate, he/she will then assign the case to the officer who wrote the original report.
  3. The following serious Part I and Part II Offenses will automatically be assigned to Investigations:
    - a. All shootings;
    - b. Incidents involving serious injuries or death;
    - c. Incidents involving extensive evidence or where an immediate follow-up is needed and the Patrol Officers do not have the resources to conduct the follow-up;
    - d. Armed robberies;
    - e. All abductions;
    - f. Explosions & explosives;
    - g. Arson with extensive damage or evidence to be collected;
    - h. All sexual assaults and child molestation cases;
    - i. Domestic violence [when additional follow-up is required];
    - j. Stalking [where a suspect is still outstanding]; and
    - k. Felony computer crimes.
  4. Any cases where there are workable leads and/or recovered physical evidence will normally be assigned to Investigations.
  5. Any cases that require the officer to perform follow-up activities off the campus will be assigned to Investigations.
  6. Assignment of follow-ups to Uniform Patrol personnel.

- a. Follow-up investigation responsibilities will be assigned to Uniform personnel on cases where there is the potential for developing additional information as a result of recontacting the complainant or witnesses.
  - b. In the majority of these cases the complainant will be employed by or is a student at the University.
  - c. Many of the follow-up investigations performed by patrol personnel will be accomplished through the use of the telephone.
  - d. Uniform Patrol personnel shall document all follow-up activities with supplemental reports in ARMS (i.e., victim/witness contacts).
  - e. Each Sergeant will note cases assigned to patrol officers and ensure that follow-up investigations are completed in a timely manner.
7. Case assignment for Investigators will be conducted as stated in General Order IV-23, Criminal Investigations.

D. Follow-up Investigation Procedures

1. Maintaining contact with principals in any investigation is valuable for building public confidence in the department as well as indicating that the investigating officer is genuinely concerned about the welfare of the victim and other citizens associated with the case.
  - a. In all cases the individual assigned to the follow-up investigation will recontact the complainant/victim within 10 days of the report of the offense.
  - b. In serious offenses, the victim should be recontacted no later than 5 days after the report of the offense.
2. The follow-up investigation will include the following:
  - a. Reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records involving similar cases, and results from laboratory examinations, if applicable.
  - b. Conducting additional interviews of witnesses, complainants/victims and interrogations of possible suspects.
  - c. Seeking additional information from uniformed officers, informants, etc.
  - d. Revisiting the crime scene and planning, organizing, and conducting searches, and collecting additional physical evidence. Maintaining chain of custody on evidence and submitting it for laboratory examination.

- e. Attempting to identify and apprehend the suspect, through the use of photo line-ups, etc.
- f. Determining the suspect's method of operation and attempting to link the suspect to other unsolved crimes.
- g. Checking the suspects' criminal histories.
- h. Preparing cases for court presentation.
- i. Performing additional follow-up at the request of the prosecuting attorney.

E. Cases Involving Habitual or Serious Offenders

1. Specifications of criteria designating certain individuals as habitual/serious offenders.
  - a. The arresting officer or Investigator will attempt to determine the criminal history of any subject arrested, and determine whether the offender would be defined as a habitual or serious offender.
  - b. A habitual offender for this policy is defined as a person who has been arrested three or more times for the same offense, or who has been convicted of three or more felony convictions.
  - c. A serious offender for this policy is defined as a person who has been identified as a suspect in a crime against a person, where the victim has sustained death, serious physical injury, or extreme physical and/or mental duress.
2. Identification of all cases in which a designated habitual/serious offender is a party.
  - a. The above specification information will be included in the arrest report and forwarded to the prosecutor in a timely manner.
  - b. Cases involving habitual and serious offenders will be assigned to Investigations for follow-up. These cases will be designated as "Habitual/Serious Offender" when filed with Records at the completion of all investigative activities.
3. CA Penal Code Sec. 13885.4 defines sexual habitual offenders.

V. APPENDICES: None.