

GENERAL ORDER 41.5.1

Preliminary Investigations

GENERAL ORDER CROSS-REFERENCE: 42.2.1

SUMMARY

Establishes a procedure for preliminary investigations of incidents and crimes, and patrol follow-up.

DISCUSSION

The preliminary investigation of any incident or crime is one of the most important facets of the investigation. If properly conducted, it will substantially aid in a successful conclusion to the incident. Uniformed patrol officers are generally the first persons to respond to a call and are expected to conduct a preliminary investigation of each incident. Certain incidents preclude the use of uniformed patrol for the initial investigation which are delineated by this policy.

POLICY

I

Springfield patrol officers are expected to complete a preliminary investigation on all calls for service to which they are assigned. This preliminary investigation should include observations of all conditions, events, and remarks; locating and identifying witnesses; maintaining the crime scene and protecting evidence; interviewing the complainant and the witnesses; interrogating the suspect; arranging for the collection of evidence; effecting the arrest of the criminal; and reporting the incident fully and accurately. In most instances, patrol officers are expected to conduct a follow-up investigation if facts are readily available to complete the investigation in a timely manner. Exceptions to this general rule are indicated in a separate section of this procedure.

II

Follow-up investigations are assigned to patrol officers when further investigation is needed and can be accomplished by a patrol officer during his shift. The watch commander will be assigned responsibility for administering and managing the cases assigned to patrol officers..

Follow-up investigations for patrol officers and detectives are assigned by a Case Management System. The basic premise of this system is the use of solvability factors for each crime or incident. The complete description of the Case Management Program is contained under General Order 42.2.1.

III

Certain investigations may be of such a complex or serious nature that they require an investigation by personnel with a specific area of expertise. These investigations, as well as those requiring investigation outside the immediate jurisdiction of the Springfield Police Department, are normally assigned to the Investigative Services Division for follow up.

Major felonies such as homicides, serious assaults, robberies, rapes, kidnaps, arson, etc., may require the immediate response by members of the Investigations Division. In these cases, the Patrol supervisor shall notify the ISB supervisor and advise him of the crime and circumstances. It is the responsibility of the ISB supervisor to determine if ISB personnel will respond and assume responsibility of the investigation.

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Chief of Police