

DUNCANVILLE POLICE DEPARTMENT

DIRECTIVE FROM THE CHIEF OF POLICE

SUBJECT: Follow-Up Investigations	Directive: 2015-2
EFFECTIVE DATE: March 6, 2015	ISSUED: Robert D. Brown, Jr. Chief of Police
AMENDS/SUPERSEDES: 2015-2 ISSUED: February 27, 2015	

I. PURPOSE

To establish guidelines for the general conduct of follow-up investigations.

II. DIRECTIVE

A. Assignment of Follow-Up Investigations

1. The initial responding officer is responsible for completing the original offense report with all details of the preliminary investigation included in the report. If the investigator is unable to respond to the scene, the report will be forwarded to the investigator at the end of shift.
2. All offenses will be reviewed by a Criminal Investigations supervisor who will determine if the offense has investigative leads or requires a follow-up investigation and will assign the case to the appropriate officer or investigator. The Criminal Investigations supervisor will notify the assigned personnel and their supervisor of the case assignment through the RMS dashboard system or by email.

B. Follow-Up Investigation Procedures

1. Upon receiving a follow-up investigation assignment, assigned personnel will make contact with the complainant within 48 hours. Repeated attempts to make contact are not necessary however the assigned Officer or Investigator must document the attempted contact within 48 hours in a supplement report. The assigned Officer or Investigator shall notate the contact method and date and time he/she contacted the each complainant.
2. A supplemental report must be prepared by each officer who works on the case, but not necessarily for each occasion that he or she works on it. A supplement recording the investigating officer's activity, information developed, and case status shall be prepared at least every 10 days and forwarded to the Investigations Supervisor.

3. Assigned personnel conducting follow-up investigations shall continue the investigation of criminal offenses until conclusion or until there are no additional workable leads that would likely result in the identification of a suspect or recovery of property. If the officer's time is limited, follow-up of cases will be prioritized by seriousness of the crime and likelihood of identifying a suspect. Officers and Investigators shall consult with their supervisors for additional assistance if cases with workable leads are unable to be completed.
4. Victims will be kept informed of the status of the case periodically and when the case is closed or suspended.
5. Supervisors, both patrol and investigative, shall review cases being worked by officers under their command when 10 day status supplements are received or when the case is closed or suspended.
6. Officers and Investigators will keep their supervisors informed of the status of significant criminal cases and supervisors will inform the Chief of Police of the status of significant criminal cases.