	Abilene Police Department Operating Procedures		
	Subject: <i>Preliminary and Follow Up Investigations</i>	Issued: 07/27/2015	TBP: 7.09, 7.10

Policy

The purpose of this section is to establish areas of responsibility for conducting criminal investigations. Criminal investigations consist of two distinct and yet closely interrelated phases: the preliminary investigation and the follow-up investigation.


Preliminary Investigations (TBP 7.09)

The preliminary investigation begins when the first police unit arrives at the scene. The basic activities of the preliminary investigation include, but are not limited to, the following:

- A. Provide aid to the victim.
- B. Determine if an offense has actually been committed and, if so, the exact nature of the offense.
- C. Protect the crime scene.
- D. Determine the identity of the suspect(s) and effect an arrest if it can be accomplished either at the scene or through immediate pursuit.
- E. Provide other units with descriptions, method and direction of flight and other relevant information concerning suspects and/or suspect vehicles.
- F. Obtain complete identification of all witnesses.
- G. Determine what information is known by the victim and each witness.
- H. Arrange for the collection of evidence, except when on-scene follow-up investigation will require specialized investigative units.
- I. Determine in detail the exact circumstances of the offense.
- J. Accurately and completely record all pertinent information on the appropriate forms.

Responsibility for conducting preliminary investigation:

- A. Except in those cases where the presence of a uniformed officer would obviously prevent a proper investigation from being conducted, the preliminary investigation shall be conducted by the patrol officer(s) assigned to the call for service.
- B. The officer assigned shall notify their immediate field supervisor of a serious crime or one requiring immediate on-scene follow-up investigation.
- C. As soon as the preliminary investigation is concluded and before the patrol officer finishes his/her tour of duty for that day, the officer shall complete the initial field report, to include the narrative portion. The officer shall list on the report form all information obtained at the scene of the offense.
- D. It shall be the responsibility of the patrol supervisor to ensure that an adequate and complete preliminary investigation was conducted and either approve or return the report(s) for corrections.

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Follow-up Investigation (TBP 7.10)

The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to effect the arrest of an offender, identify witnesses, and/or recover stolen property.

Basic activities of the follow-up investigation include, but are not limited to the following:

- A. Crime scene searches.
- B. Identification and apprehension of the offender.
- C. Analysis and evaluation of evidence.
- D. Recovery of stolen property.
- E. Interviewing victims, witnesses and/or suspects and legally obtaining written statements.
- F. Interrogation of suspects.
- G. Determining if other crimes may have been committed by the suspect.
- H. Recording information obtained.
- I. Preparation of case for court presentation.

Responsibility for conducting follow-up investigations:

- A. Patrol officers will be responsible for conducting and completing the investigation on most calls for police service.
- B. CID will be responsible for follow-up investigations assigned to them. Case assignments shall be made by the supervisors of each of these sections.

C.C.P. 39.14

Departmental employees shall comply with all provisions of C.C.P. 39.14, otherwise known as the "Michael Morton Act". Employees who file Class B and above offenses must complete APD form 360 or 361 with their offense reports. These forms will ensure all known information, materials and items that are related to the investigation have been provided, unless otherwise specified by the prosecutor. This duty applies before, during or after trial.