



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: **PRELIMINARY INVESTIGATIONS**

NUMBER: 4.3

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 03/01/2017

PURPOSE AND POLICY

This order establishes guidelines for a preliminary investigation sufficient to bring to a satisfactory conclusion. This is not intended to preclude the member from conducting the preliminary investigation from continuing the investigation to its conclusion when time permits. This order establishes steps to be followed in conducting preliminary investigations

- A. Observing all conditions, events and remarks.
- B. Locating and identifying witnesses.
- C. Maintaining and protecting the crime scene and arranging for the collection of evidence.
- D. Interviewing the complainant, witnesses, and suspects.

I. PROCEDURES.

- A. Observations.
 - a. Response to calls shall be as quickly and safely as possible dependent upon the call type and other conditions.
 - i. Dispatchers will notify units on all in-progress calls or calls of a serious nature.
 - ii. Dispatched duties take priority over self- initiated calls unless such are of a more serious nature.
 - iii. Members will convey a sense of concern/interest to victims/complainants. Members will ensure that the victim/complainant understands the service provided and to what extent the service can be provided.
 - b. Upon arrival at the scene, personnel will:
 - i. Aid any injured and summon medical help, if needed.
 - ii. Apprehend offender(s) if s/he is in the immediate area; provide offender data to LCEDC for dissemination if a description is available.
 - iii. Observe the scene for evidence.
 - iv. Note any immediate remarks by involved persons.
 - c. The preliminary member will determine if a crime has been or is being attempted or committed.
- B. Witnesses.
 - a. The member will locate/identify witnesses.
 - d. When possible, written statements should be obtained.
- C. Crime Scene Evidence.
 1. The responding member will maintain and protect the crime scene and arrange for the collection of evidence.
 - i. Appropriate evidence gathering containers shall be used with safe handling procedures followed.
 - ii. Evidence will be documented in related reports.

2. S/he may notify the Chief or Lieutenant for notification of Investigative personnel in cases where immediate follow-up or processing of evidence is appropriate.
- D. Interviewing.
- a. The preliminary member shall interview the complainant, victim, witnesses and suspects if available.
 - b. Written statements are always preferred; however, oral and/or taped statements are also permissible.
- E. Miscellaneous.
- a. Upon notification and arrival at the scene of an Investigator, that person, regardless of rank, shall be in charge of the scene until relieved by the Chief or Lieutenant.
 - b. In most instances, the successful disposition of a case is highly dependent upon the preliminary work done at the scene or immediate to the offense. Information or evidence lost or not collected in the preliminary stages may be gone or unavailable for later follow up efforts.
 - c. Investigations will be completed efficiently. Members will conduct and record thorough and accurate preliminary investigations and are responsible for completing reports unless otherwise instructed by a supervisor.
 - d. In handling civil incidents, the member will exhaust police capabilities before referring the complainant to another agency.
 - e. The member will notify LCEDC upon completion of an investigation. The member will provide the disposition code and immediately return to in-service status. When available the incident number will be given to the victim and/or complainant.
 - f. If it is necessary to leave the scene for the investigation, the member will advise LCEDC of such with the destination location when possible and remain in radio contact. LCEDC will note changes in location on the Incident Report.
 - g. The investigation efforts may end when all facts concerning the incident have been recorded and a time lapse between the preliminary and follow up investigations will not adversely affect overall investigation and possible prosecution, or when the preliminary member is relieved by other personnel such as an Investigator.

Chief of Police
Shane Collins