

WINONA POLICE DEPARTMENT

NUMBER: 103-01 PAGES: 5

EFFECTIVE DATE: July 23, 2010

SUBJECT: PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

1.0 PURPOSE:

It is the purpose of this general order to establish policy and procedures for conduct of criminal investigations. Criminal investigations consist of two distinct and yet closely related phases: the preliminary investigation and the follow-up investigation. This general order provides guidelines for both of these phases, so that the Winona Police Department may achieve the most effective use of available resources during a criminal investigation.

2.0 PRELIMINARY INVESTIGATION:

2.1 The preliminary investigation begins when the first police unit arrives at the scene and continues until a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation.

2.2 The following are part of the preliminary investigation, and the initial responding officer shall complete as many of these steps as are necessary to complete the preliminary investigation.

2.2.1 Provide aid to the injured.

2.2.2 Protect the crime scene to ensure that evidence is not lost or contaminated.

2.2.3 Determine if an offense has actually been committed, and if so, the exact nature of the offense. In the event that the crime is a felony or a major misdemeanor, summon a Supervisor to the scene.

2.2.4 Determine the identity of the suspect or suspects, and effect an arrest if it can be accomplished either at the scene or through immediate pursuit.

2.2.5 Furnish other field units, through the Communications Center, descriptions, method and direction of flight, and other relevant information concerning wanted persons or vehicles.

2.2.6 Obtain complete identification of all witnesses.

2.2.7 Determine what information is known by the victim and each witness.

WINONA POLICE DEPARTMENT

NUMBER: 103-01 PAGES: 5

EFFECTIVE DATE: July 23, 2010

SUBJECT: PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

2.2.8 Secure and collect any evidence found at the scene.

2.2.9 Determine in detail the exact circumstances of the offense.

2.2.10 Obtain statements from victims and witnesses and from the suspect if such statement can be obtained legally.

2.2.11 Accurately and completely record all pertinent information on the prescribed report forms.

2.3 Responsibility for conducting the preliminary investigation.

2.3.1 Except in those cases where the presence of a uniformed officer would obviously prevent a proper investigation being made, the preliminary investigation shall be conducted by the uniformed patrol officer assigned to the call for police service.

2.3.2 The Supervisor assigned shall be responsible for initiating action to inform other appropriate departmental units of a serious crime or one requiring immediate on-the-scene follow-up investigation.

3.0 FOLLOW-UP INVESTIGATION:

3.1 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 and/or recover stolen property.

2 Basic activities of the follow-up investigation include:

3.2.1 Identification and apprehension of the offender.

3.2.2 Arranging for the analysis and evaluation of the evidence.

3.2.3 Recovery of stolen property.

3.2.4 Interviewing victims and witnesses.

3.2.5 Interrogation of suspects.

WINONA POLICE DEPARTMENT

NUMBER: 103-01 PAGES: 5

EFFECTIVE DATE: July 23, 2010

SUBJECT: PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

3.2.6 Determining if other crimes may have been committed by the suspect.

3.2.7 Recording information obtained.

3.2.8 Preparation of case for court presentation.

3.3 Responsibility for conducting follow-up investigations:

3.3.1 The patrol bureau will be responsible for conducting and completing the investigation of all non-criminal calls for police service and for misdemeanor crimes not specifically authorized for referral to specialized investigative units.

3.3.1.1 In incidents of a non-criminal nature and in misdemeanor offenses, the patrol officer will request the assistance of his/her Supervisor when he/she feels the need for counsel and guidance.

3.3.1.2 The follow-up investigation of most misdemeanor offenses can be completed by the patrol officer. Misdemeanor offenses should be referred to the specialized investigators for follow-up by the Patrol Supervisor only when he/she feels that it is necessary.

3.3.1.3 Occasionally, in cases assigned to the patrol bureau for follow-up, additional investigation will be required at the end of the tour of duty of the assigned officer. In such cases, the assigned officer's immediate Supervisor will determine whether the investigation should be discontinued until the assigned officer's next tour of duty or continued by officers on the relieving shift. Except in cases where the investigation would be jeopardized by its temporary discontinuance, it shall remain the responsibility of the assigned officer.

3.3.1.4 When an element of immediate need exists at the end of the shift, the assignment of continuing investigation shall be made by the Supervisor assigned to the oncoming shift.

3.3.1.5 A supplemental report shall be prepared by each officer who works on the case.

WINONA POLICE DEPARTMENT

NUMBER: 103-01 PAGES: 5

EFFECTIVE DATE: July 23, 2010

SUBJECT: PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

3.3.2 Specialized investigators shall be responsible for conducting the follow-up investigations of felony offenses and assigned serious misdemeanors.

3.3.2.1 Case assignment in the investigative bureau shall be made by the bureau commander.

3.3.2.2 The investigation should be follow-up in nature and shall not be a repetition of the activities of the preliminary investigating officer.

3.3.3 Call out to Crime Scene: An investigator and the Evidence Technician may be called to the crime scene for crimes or arrests for:

3.3.3.1 All deaths of a violent or suspicious nature.

3.3.3.2 Sexual assaults.

3.3.3.3 Critical injury assaults.

3.3.3.4 Robberies.

3.3.3.5 Major burglaries.

3.3.3.6 Assaults involving weapons.

3.3.4 In offenses other than those listed above, investigative personnel shall not report to the crime scene unless requested by the on-duty Supervisor after notifying CID Deputy Chief or Sergeant.

3.3.5 At a crime scene for which an investigator and/or the Evidence Technician are called out, the first officer on the scene shall start a Crime Scene Check in Form. All persons entering the crime scene will complete the required information on the Check in Form. An officer designated by the Supervisor shall maintain the Crime Scene Check in Form until the crime scene investigation is complete.

3.3.6 Upon arrival of the investigator and/or the Evidence Technician, the on-duty Supervisor shall be on the scene to brief the investigator and/or

WINONA POLICE DEPARTMENT

NUMBER: 103-01 PAGES: 5

EFFECTIVE DATE: July 23, 2010

SUBJECT: PRELIMINARY AND FOLLOW-UP INVESTIGATIONS

the Evidence Technician as to the circumstances of the offense and shall provide any additional assistance as may be required. In any case, when an investigator and/or Evidence Technician have been requested at the scene, he/she shall provide the Supervisor or the dispatcher with his/her estimated time of arrival at the scene.

3.3.7 In cases other than the six felonies listed above, the on-duty Supervisor shall use those persons on his shift who have had specialized, training in crime scene processing. In the event that such trained personnel are not available to the Supervisor, he/she may notify the Evidence Technician.

4.0 RESPONSIBILITIES OF THE PATROL SUPERVISOR/ SENIOR OR JUNIOR SERGEANT:

4.1 It shall be the responsibility of the Patrol Supervisor to ensure that an adequate and complete preliminary investigation has been made and to review and either approve, or return to the reporting officer for reparation, all initial and supplemental reports prepared by officers under his/her supervision. The name of the Supervisor approving the report shall be included in the report.

4.2 The Patrol Supervisor shall assist officers under his/her direction regarding questions as to whether follow-up should be done by uniformed personnel or investigators or the Evidence Technician.