



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 708 – Follow-Up Units

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	December 21, 2016 July 06, 2016
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, SSD, IDC, SAS	Number of Pages:	9
Forms Referenced in Procedure:	None	Related Procedures:	None

.01 INTRODUCTION

This procedure provides officers with a guideline for knowing which investigative unit has follow-up responsibility for criminal offenses that are reportable to the San Antonio Police Department and provides for the immediate notification of follow-up investigators for major offenses reported to the San Antonio Police Department.

.02 CODE SOURCE, OFFENSE, and FOLLOW-UP UNIT

- A. The following are lists of criminal offenses from various state and City codes that are investigated by the SAPD. The lists include the code source, name of the offense, and the SAPD investigative follow-up units that have case responsibility. For certain offenses, an outside agency will be listed as the follow-up agency instead of the SAPD.

*NOTE: Asterisks (***) indicate that the follow-up unit assigned to investigate the case is the unit assigned the primary offense or offense that initiated the case.*

B. Penal Code:

Penal Code	Offense	Follow-Up Unit
15.01	Criminal Attempt	***
15.02	Criminal Conspiracy	***
15.03	Criminal Solicitation	***
15.031	Criminal Solicitation of a Minor	***
16.01	Unlawful Use of Criminal Instrument	Intelligence/ SWTFC
16.02	Unlawful Interception, Use, or Disclosure of Wire, Oral, or Electronic Communications	Intelligence/ SWTFC
16.03	Unlawful Use of Pen Register or Trap and Trace Device	Intelligence/ SWTFC
16.04	Unlawful Access to Stored Communications	Intelligence/ SWTFC
16.05	Illegal Divulgence of Public Communications	Intelligence/ SWTFC
16.06	Unlawful Installation of Tracking Device	Intelligence/ SWTFC
19.02	Murder	Homicide
19.03	Capital Murder	Homicide
19.04	Manslaughter	Homicide
19.05	Criminally Negligent Homicide	Homicide
20.02	Unlawful Restraint	Special Victims (SVU)
20.03	Kidnapping	Special Victims
20.04	Aggravated Kidnapping	Special Victims
20.05	Unlawful Transport	Special Victims
20.06	Continuous Smuggling of Persons	Special Victims
20A.02	Trafficking of Persons	Special Victims
21.07	Public Lewdness	Special Victims
21.08	Indecent Exposure	Special Victims



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21.11	Indecency with a Child	Special Victims
Penal Code	Offense	Follow-Up Unit
21.12	Improper Relationship between Educator and Student	Special Victims
21.15	Improper Photograph or Visual Recording	Vice
21.16	Unlawful Disclosure or Promotion of Intimate Visual Material	Vice
	Voyeurism	Special Victims
22.01	Assault	Homicide/SVU
22.011	Sexual Assault	Special Victims
22.015	Coercing, Soliciting, or Inducing Gang Membership	Gang Unit
22.02	Aggravated Assault	Homicide/SVU
22.021	Aggravated Sexual Assault	Special Victims
22.04	Injury to a Child (only)	Special Victims
22.04	Injury to an Elderly Individual, or Disabled Individual	Homicide/SVU
22.041	Abandoning or Endangering Child	Special Victims
22.05	Deadly Conduct	Homicide/SVU
22.07	Terroristic Threat	Homicide/SVU
22.08	Aiding Suicide	Homicide
22.09	Tampering with Consumer Product	Homicide
22.10	Leaving a Child in a Vehicle	Special Victims
22.11	Harassment by Persons in Certain Correctional Facilities	Homicide
25.01	Bigamy	Special Victims
25.02	Prohibited Sexual Conduct	Special Victims
25.03	Interference with Child Custody	Special Victims
25.031	Agreement to Abduct from Custody	Special Victims
25.04	Enticing a Child	Special Victims
25.05	Criminal Non-support	Special Victims
25.06	Harboring Runaway Child	Homicide
25.07	Violation of a Protective Order or Magistrate's Order	Special Victims
25.071	Violation of Protective Order Preventing Offense Caused by Bias or Prejudice	Special Victims
25.08	Sale or Purchase of Child	Special Victims
25.09	Advertising for Placement of a Child	Special Victims
25.10	Interference with Rights of Guardian of the Person	Special Victims
25.11	Continuous Violence Against Family	Homicide/SVU
28.02	Arson	Arson
28.03	Criminal Mischief	Property Crimes
28.04	Reckless Damage or Destruction	Property Crimes
28.07	Interference with Railroad Property	Property Crimes
28.08	Graffiti	Property Crimes
29.02	Robbery	Robbery
29.03	Aggravated Robbery	Robbery
30.02	Burglary	Property Crimes
	Burglary – Sexual Assault	Special Victims



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30.02	Burglary – Assault	Homicide/SVU
30.03	Burglary of Coin-Operated or Coin Collection Machines	Property Crimes
Penal Code	Offense	Follow-Up Unit
30.04	Burglary of Vehicles	Property Crimes
30.05	Criminal Trespass	Property Crimes
30.06	Trespass by Holder of License to Carry Concealed Handgun	Homicide
30.07	Trespass by License Holder with an Open Carried Handgun	Homicide
31.03	Theft	Property Crimes
	Theft of Vehicle	Vehicle Crimes
31.04	Theft of Service	Property Crimes
31.05	Theft of Trade Secrets	White Collar Crimes
31.06	Presumption for Theft by Check	Property Crimes
31.07	Unauthorized Use of a Vehicle	Vehicle Crimes
31.11	Tampering with Identification Numbers	Vehicle Crimes
31.12	Theft or Tampering with Multi-channel Video or Information Svcs	White Collar Crimes
31.13	Manufacture, Distribution, or Advertisement of Multi-channel Video or Information Services Device	White Collar Crimes
31.14	Sale or Lease of Multi-channel Video or Information Services Device	White Collar Crimes
31.15	Possession, Manufacture, or Distribution of Instruments Used to Commit Retail Theft	Property Crimes
31.18	Cargo Theft	Property Crimes
32.21	Forgery	Forgery
32.22	Criminal Simulation	Property Crimes
32.23	Trademark Counterfeiting	Forgery
32.24	Stealing or Receiving Stolen Check or Similar Sight Order	Forgery
32.31	Credit Card or Debit Card Abuse	Forgery
32.32	False Statement to Obtain Property or Credit	Property Crimes
32.33	Hindering Secured Creditors	Property Crimes
32.34	Fraudulent Transfer of a Motor Vehicle	Vehicle Crimes
32.35	Credit Card Transaction Record Laundering	Forgery
32.41	Issuance of Bad Check	Forgery
32.42	Deceptive Business Practices	Property Crimes
32.43	Commercial Bribery	White Collar Crimes
32.44	Rigging Publicly Exhibited Contest	Vice
32.441	Illegal Recruitment of an Athlete	Property Crimes
32.45	Misapplication of Fiduciary Property or Property of Financial Institution	White Collar Crimes
32.46	Securing Execution of Document By Deception	White Collar Crimes
32.47	Fraudulent Destruction, Removal, or Concealment of Writing	Property Crimes
32.48	Simulating Legal Process	White Collar Crimes
32.49	Refusal to Execute Release of Fraudulent Lien or Claim	White Collar Crimes
32.50	Deceptive Preparation and Marketing of Academic Product	Property Crimes
32.51	Fraudulent Use or Possession of Identifying Information	Forgery
33.02	Breach of Computer Security	Technical Investigations Detail
33.021	Online Solicitation of a Minor	Vice



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33.05	<i>Tampering with Direct Recording Electronic Voting Machine</i>	Technical Investigations Detail
Penal Code	Offense	Follow-Up Unit
33.07	<i>Online Impersonation</i>	White Collar Crimes / Vice
33A.02	<i>Unauthorized Use of Telecommunications Service</i>	White Collar Crimes
33A.03	<i>Manufacture, Possession, or Delivery of Unlawful Telecommunications Device</i>	White Collar Crimes
33A.04	<i>Theft of Telecommunications Service</i>	White Collar Crimes
33A.05	<i>Publication of Telecommunications Access Device</i>	White Collar Crimes
34.02	<i>Money Laundering</i>	White Collar Crimes
	<i>Narcotics Related</i>	Narcotics
	<i>Theft Related</i>	White Collar Crimes
35.02	<i>Insurance Fraud</i>	White Collar Crimes
36.02	<i>Bribery</i>	Integrity Detail
36.03	<i>Coercion of Public Servant or Voter</i>	Integrity Detail
36.04	<i>Improper Influence</i>	***
36.05	<i>Tampering with Witness</i>	***
36.06	<i>Obstruction or Retaliation</i>	***
36.07	<i>Acceptance of Honorarium</i>	Integrity Detail
36.08	<i>Gift to Public Servant by Person Subject to His Jurisdiction</i>	Integrity Detail
36.09	<i>Offering Gift to Public Servant</i>	Integrity Detail
37.02	<i>Perjury</i>	***
37.03	<i>Aggravated Perjury</i>	***
37.08	<i>False Report to Peace Officer or Law Enforcement Employee</i>	***
37.081	<i>False Report Regarding Missing Child or Missing Person</i>	Property Crimes
37.09	<i>Tampering with or Fabricating Physical Evidence</i>	***
37.10	<i>Tampering with Governmental Record</i>	Forgery
37.101	<i>Fraudulent Filing of Financing Statement</i>	White Collar Crimes
37.11	<i>Impersonating Public Servant</i>	Homicide
37.12	<i>False Identification as Peace Officer; Misrepresentation of Property</i>	Homicide
37.13	<i>Record of a Fraudulent Court</i>	White Collar Crimes
38.02	<i>Failure to Identify</i>	***
38.03	<i>Resisting Arrest, Search, or Transportation</i>	***
38.04	<i>Evading Arrest or Detention</i>	***
38.05	<i>Hindering Apprehension or Prosecution</i>	***
38.06	<i>Escape</i>	***
38.07	<i>Permitting or Facilitating Escape</i>	***
38.09	<i>Implements for Escape</i>	***
38.10	<i>Bail Jumping and Failure To Appear</i>	***
38.11	<i>Prohibited Substances in Correctional Facility or on Property of Texas Department of Criminal Justice</i>	Narcotics
38.111	<i>Improper Contact With Victim</i>	Special Victims
38.112	<i>Violation of Protective Order Issued on Basis of Sexual Assault</i>	Special Victims
38.113	<i>Unauthorized Absence from Community Corrections Facility, County Correctional Center, or Assignment Site</i>	Robbery
38.12	<i>Barratry and Solicitation of Professional Employment</i>	White Collar Crimes



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38.122	<i>Falsely Holding Oneself Out as a Lawyer</i>	White Collar Crimes
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Penal Code	Offense	Follow-Up Unit
38.123	<i>Unauthorized Practice of Law</i>	White Collar Crimes
38.13	<i>Hindering Proceedings by Disorderly Conduct</i>	Intelligence/ SWTFC
38.14	<i>Taking or Attempting to Take Weapon From Peace Officer, Parole Officer, or Community Supervision and Corrections Department Officer</i>	Homicide
38.15	<i>Interference with Public Duties</i>	Homicide
38.151	<i>Interference with Police Service Animals</i>	Homicide
38.16	<i>Preventing Execution of Civil Process</i>	Homicide
38.17	<i>Failure to Stop or Report Aggravated Sexual Assault of Child</i>	Special Victims
38.171	<i>Failure to Report a Felony</i>	***
38.18	<i>Use of Accident Report Information and Other Information for Pecuniary Gain</i>	White Collar Crimes
38.19	<i>Failure to Provide Notice and Report of Death Of Resident of Institution</i>	Homicide
39.02	<i>Abuse of Official Capacity</i>	Integrity Detail
39.03	<i>Official Oppression</i>	Integrity Detail
39.04	<i>Violations of the Civil Rights of Person in Custody; Improper Sexual Activity with Person in Custody</i>	Special Victims
39.05	<i>Failure to Report Death of Prisoner</i>	Homicide
39.06	<i>Misuse of Official Information</i>	Integrity Detail
42.01 (#1-#11)	<i>Disorderly Conduct</i>	Homicide
42.01 (#12)	<i>Disorderly Conduct</i>	Special Victims
42.02	<i>Riot</i>	Intelligence/ SWTFC
42.03	<i>Obstructing Highway or Other Passageway</i>	Intelligence/ SWTFC
42.05	<i>Disrupting Meeting or Procession</i>	Intelligence/ SWTFC
42.06	<i>False Alarm or Report</i>	Property Crimes
42.061	<i>Silent or Abusive Calls to 9-1-1 Service</i>	Homicide
42.062	<i>Interference with Emergency Telephone Call</i>	Homicide/SVU
42.07	<i>Harassment</i>	Homicide
42.072	<i>Stalking</i>	Homicide
42.08	<i>Abuse of Corpse</i>	Intelligence/ SWTFC
42.09	<i>Cruelty to Animals</i>	Property Crimes
42.091	<i>Attack on Assistance Animal</i>	Property Crimes
42.10	<i>Dog Fighting</i>	Vice
42.11	<i>Destruction of Flag</i>	Property Crimes
42.12	<i>Discharge of Firearm in Certain Municipalities</i>	Homicide
42.13	<i>Use of Laser Pointers</i>	Homicide
43.02	<i>Prostitution</i>	Vice
43.03	<i>Promotion of Prostitution</i>	Vice
43.04	<i>Aggravated Promotion of Prostitution</i>	Vice
43.05	<i>Compelling Prostitution</i>	Vice
43.22	<i>Obscene Display or Distribution</i>	Vice
43.23	<i>Obscenity</i>	Vice
43.24	<i>Sale, Distribution, or Display of Harmful Material to Minor</i>	Vice
43.25	<i>Sexual Performance by a Child</i>	Vice
43.251	<i>Employment Harmful to Children</i>	Vice



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43.26	Possession or Promotion of Child Pornography	Vice
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Penal Code	Offense	Follow-Up Unit
46.02	Unlawful Carrying Weapon	Homicide
46.03	Places Weapons Prohibited	Homicide
46.035	Unlawful Carrying of Handgun by License Holder	Homicide
46.04	Unlawful Possession of Firearm	Homicide
46.041	Unlawful Possession of Metal or Body Armor by Felon	Homicide
46.05	Prohibited Weapons	Homicide
46.06	Unlawful Transfer of Certain Weapons	Homicide
46.08	Hoax Bombs	Arson
46.09	Components of Explosives	Arson
46.10	Deadly Weapon in a Penal Institution	Homicide
46.13	Making a Firearm Accessible to a Child	Homicide
47.02	Gambling	Vice
47.03	Gambling Promotion	Vice
47.04	Keeping a Gambling Place	Vice
47.05	Communication Gambling Information	Vice
47.06	Possession of Gambling Device, Equipment, or Paraphernalia	Vice
48.01	Smoking Tobacco	Vice
48.015	Prohibitions Relating to Certain Cigarettes	Vice
48.02	Prohibition of the Purchase and Sale of Human Organs	Vice
49.02	Public Intoxication	Vice
49.031	Consumption or Possession of Alcoholic Beverages in a Motor Vehicle	Vice
49.04	Driving While Intoxicated	Traffic Investigation
49.045	Driving While Intoxicated with Child Passenger	Traffic Investigation
49.05	Flying While Intoxicated	Traffic Investigation
49.06	Boating While Intoxicated	Traffic Investigation
49.065	Assembling or Operating an Amusement Ride While Intoxicated	Traffic Investigation
49.07	Intoxication Assault	Traffic Investigation
49.08	Intoxication Manslaughter	Traffic Investigation
71.02	Engaging in Organized Criminal Activity	***
71.021	Violation of Court Order Enjoining Organized Criminal Activity	***
71.022	Soliciting Membership in a Criminal Street Gang	Gang Unit

C. Health and Safety Code:

Health and Safety Code	Offense	Follow-Up Unit
Chapter 481	Texas Controlled Substances Act	Narcotics
Chapter 482	Simulated Controlled Substances	Narcotics
Chapter 483	Dangerous Drugs	Narcotics
Chapter 485	Abusable Volatile Chemicals	Narcotics



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D. Transportation Code:

Transportation Code	Offense	Follow-Up Unit
Chapter 521.457	<i>Driving While License Invalid</i>	Traffic Investigation
Chapter 545.420	<i>Racing on Highway</i>	Traffic Investigation
Chapter 550.021	<i>Accident Involving Personal Injury or Death (FSRA)</i>	Traffic Investigation
Chapter 550.022	<i>Accident Involving Damage to Vehicle</i>	Traffic Investigation
Chapter 550.023	<i>Duty to Give Information and Render Aid</i>	Traffic Investigation
Chapter 550.024	<i>Duty on Striking Unattended Vehicle</i>	Traffic Investigation
Chapter 550.025	<i>Duty on Striking Fixture or Highway Landscaping</i>	Traffic Investigation
Chapter 521.457	<i>Driving While License Invalid</i>	Traffic Investigation

E. Alcoholic Beverage Code:

Alcoholic Beverage Code	Offense	Follow-Up Unit
Title 4	<i>Regulatory and Penal Provisions</i>	Vice

F. Education Code:

Education Code	Offense	Follow-Up Unit
25.094	<i>Failure to Attend School</i>	School District Attendance Office

G. City Ordinance:

City Ordinance	Offense	Follow-Up Unit
#74025	<i>Curfew Violation</i>	Juvenile Processing Office

H. Miscellaneous Incidents:

Miscellaneous Incidents	Offense	Follow-Up Unit
	<i>Accidental Shooting</i>	Homicide
	<i>Found Property</i>	Property Room
	<i>Lost Property</i>	Property Room
	<i>Missing Persons</i>	Juvenile Processing Office

.03 IMMEDIATE NOTIFICATIONS OF CERTAIN OFFENSES

A. Officers **shall** immediately notify the proper follow-up investigative unit / Night CID when any of the following offenses occur:

1. Murder or Criminal Attempt to Commit Murder;
2. Robbery;
3. Aggravated Assault;



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4. Injury to Child, Elderly Individual, or Disabled Individual;
 5. Sexual Assault;
 6. Sex offenses involving juvenile victims;
 7. Trafficking of Persons
 8. Thefts or burglaries over \$20,000;
 9. Safe burglaries;
 10. Arson;
 11. Any felony offense in which an arrest has been made;
 12. Accidents involving a fatality or the Failure to Stop and Render Aid; or
 13. Any Class B misdemeanor offense or higher alleged to have been committed by an SAPD Officer.
- B. Any officer receiving information from a suspect, witness, or informant regarding any of the above listed offenses shall notify the proper follow-up investigative unit.
- C. Notification of an offense is made through the dispatcher, by telephone, or in person with the proper follow-up investigative unit for the following reasons:
1. To relay essential information regarding the offense; and
 2. To get direction on how the follow-up investigative unit would like the offense handled.
- D. If an offense occurs and the follow-up investigative unit is no longer on duty, the Night CID Unit shall become the interim follow-up investigative unit and proper notification will be made to the Night CID Unit in accordance with all procedures listed in this General Manual.
- E. After the Night CID Unit Detectives have gathered all reports and statements, they will forward them to the proper follow-up investigative unit no later than their end of tour of duty.
- F. If there is a disagreement between the officer with report responsibility and the detective from the follow-up investigative unit about the handling of an offense or the disposition of an arrested person, the following shall occur:
1. A supervisor from the follow-up investigative unit will make a ruling on the case because of the follow-up investigative unit's responsibility for filing criminal cases; or
 2. If the supervisor from the follow-up investigative unit is not available to make the decision on the handling of an offense or the disposition of an arrested person, a supervisor from the Night CID Unit shall make the ruling on the case; or
 3. If a supervisor from the follow-up investigative unit or the Night CID Unit is not available, the reporting officer's supervisor will make the ruling on the case.

.04 FOLLOW-UP UNIT FOR ASSISTING OUTSIDE LAW ENFORCEMENT AGENCIES

- A. The Repeat Offenders Program Unit (ROP) is responsible for assisting outside law enforcement agencies regarding fugitives from their jurisdictions. The assistance could range from helping the outside agency locate and arrest a fugitive to locating suspects or witnesses the outside agencies needs to question. The ROP Unit shall either handle the request or forward the request to the proper follow-up investigative unit.



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- B. Any Department member, sworn or civilian, receiving information or requests from an outside law enforcement agency regarding a fugitive shall immediately relay the information to the ROP Unit Office.
- C. The duty hours of the ROP Unit vary. During non-duty hours of the ROP Unit, the Communications Unit Supervisor will take and relay any information regarding fugitives from other jurisdictions to an appropriate unit.