

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 491-I

REFERENCE STANDARDS: 42.1.4 42.2.2

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SUBJECT: Preliminary and Follow up Investigations

PURPOSE: The scope of preliminary investigation by a patrol officer may be very restrictive or it may constitute the entire investigation of the crime. In a particular crime the scope of the preliminary investigation may be limited by an officer's assignment workload. In an agency embracing the generalist concept of policing, it is not uncommon for the uniformed patrol officer to conduct the follow up investigation. Such a process allows for great flexibility and job enrichment for officers and can serve to supply a sense of accomplishment.

POLICY: Consistent with his/her responsibilities, officers are expected to conduct and continue any preliminary investigation to the point where the delay in investigation caused by the report being processed will not materially jeopardize the investigation.

## I. PRELIMINARY INVESTIGATIONS (42.1.4)

- A. Department personnel conducting a preliminary investigation have the following responsibilities:
1. Responding to calls for service as promptly and safely as possible.
  2. Determining if there are grounds to establish the reasonable belief that a crime has been or is being committed.
  3. Conducting and recording thorough and accurate preliminary investigations
  4. Making the required notifications.
  5. Completing preliminary investigations efficiently and returning to an in-service status.
  6. Submitting all reports for the supervisors review and approval prior to completing their tour of duty.

- B. An on-duty sworn member who conducts a preliminary investigation is responsible for completing all necessary reports unless otherwise directed by a supervisor.
- C. Dollar figures and brief generic descriptions of items damaged or stolen in criminal damage, theft and burglary cases are important to the processing of reports. Officers are reminded to include some figure (even if preliminary) as to these items.

## II. FOLLOW UP INVESTIGATIONS (42.1.4)

- A. Patrol Officers are expected to pursue and follow up preliminary investigation leads to the extent that available division resources permit. However, officers should consult a patrol supervisor prior to conducting lengthy or time-consuming follow up investigations.
- B. Patrol Officers are expected to conduct the follow up investigation when:
  - 1. there is a reasonable chance of apprehending the suspect;
  - 2. there is a need for obtaining additional information for the preliminary investigation report; or
  - 3. there are other compelling circumstances.
- C. The Patrol Officer must notify his supervisor as soon as practical of his intentions to conduct a follow up investigation in any incident.

## III. GUIDELINES FOR FOLLOW UP INVESTIGATIONS (42.1.4)

- A. While preliminary investigations are generally the responsibility of patrol officers, follow-ups are usually one of the primary tasks of Investigation Bureau personnel.
  - 1. If for no other reason than to assist investigators, it is important that all personnel be aware of the various aspects of follow up investigations. These include:
    - a. Observe all conditions, events, and remarks;
    - b. Locate and identify witnesses;
    - c. Maintain and protect the crime scene as well as arrange for the collection of evidence;
    - d. Interview the complainant, witnesses, and suspects.
  - 2. To ensure thorough and consistent follow ups, the following guidelines should be utilized as appropriate by a department member conducting any follow up investigation.
- B. At a minimum, an investigator considers performing these tasks:

1. Review and analyze all previous reports prepared in the preliminary phase. (42.2.2a)
2. Conduct additional interviews and interrogations of: (42.2.2b)
  - a. The victim;
  - b. Witnesses;
  - c. Residential or commercial neighbors;
  - d. Officers at the crime scene.
3. Review department records.
4. Seek additional information from: (42.2.2c)
  - a. Department personnel;
  - b. Informants, etc.
5. Review results from lab examinations.
6. Arrange for dissemination of information as appropriate from:
  - a. Teletype messages;
  - b. Detective meetings;
  - c. Informal contacts with other law enforcement agencies;
  - d. Special bulletins, fliers, etc.
7. Plan, organize and conduct: (42.2.2d)
  - a. Searches of the crime scene and vicinity of crime scene;
  - b. Stakeouts and surveillances, etc.;
  - c. The collection of physical evidence.
8. Identify and apprehend suspects. (42.2.2e)
9. Determine involvement of suspects in other crimes. (42.2.2f)
10. Check suspects criminal histories. (42.2.2g)
11. Assist in any prosecution efforts with the State's Attorney's office. (42.2.2h)