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Last Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 6-3**

**PRELIMINARY AND FOLLOW-UP  
INVESTIGATIONS**

**SUBJECT:** Preliminary and Follow-up Investigation Responsibilities

**PURPOSE:** The purpose of this policy is to establish responsibilities and procedures for the preliminary investigation of cases and any subsequent follow-up investigation activities.

**POLICY:** It shall be the policy of this Department to conduct thorough preliminary and follow-up investigations of all offenses reported. Patrol officers, who take preliminary reports and conduct the preliminary investigation, must obtain as much information as possible to aid in the eventual apprehension of any suspects.

**PROCEDURE:**

**I. Definitions**

- A. Preliminary Investigation – The preliminary investigation begins when the first police unit arrives on the scene and makes contact with the complainant or victim and continues until a postponement or transfer of the investigation. Transfer of the investigative responsibility must be made without jeopardizing the successful completion of the investigation.
- B. Follow-up Investigation – The follow-up investigation should be an extension of the activities of the preliminary investigation and not a repetition of it. The purpose of a follow-up investigation in a criminal case is to gather additional evidence and information to prove the elements of the particular crime in order to affect an arrest and support prosecution of the suspects and/or to recover stolen property.

**II. Preliminary Investigation Procedures**

- A. Patrol officers will be responsible for conducting thorough, accurate and complete preliminary investigations and are encouraged to continue with the investigation and follow-up as needed, in an effort to bring the case to a satisfactory conclusion. [CALEA 42.1.4]
- B. Steps to be followed in conducting preliminary investigations include:

1. Render aid to injured subjects and request appropriate medical attention, if necessary.
  2. Maintain the integrity and security of the crime scene by requesting necessary resources, and arranging for the collection of evidence. [CALEA 42.2.1c]
  3. Observe and document all conditions, events and remarks. [CALEA 42.2.1a]
  4. Determine whether an offense has been committed or attempted and the nature of the offense.
  5. Locate and obtain complete identities of complainants, witnesses and other involved parties. [CALEA 42.2.1b]
  6. Identify suspects and affect an arrest, if possible.
  7. Relay to other officers all relevant information concerning wanted suspects and/or vehicles, including direction of travel.
  8. Interview and obtain statements from witnesses, victims, complainants, and suspects and any other relevant parties. If an investigator is to respond to the scene, the supervisor should coordinate all interviews with the investigator. [CALEA 1.2.3a, 42.2.1d]
  9. Prepare the preliminary crime/incident report.
- C. Patrol will prepare the initial crime/incident report and conduct the preliminary investigation on all felony and serious misdemeanor cases and Investigators will assist on the preliminary investigation as needed and complete the follow up investigation. [CALEA 42.1.4]
- III. Assignment of Follow-up Investigations [CALEA 82.1.5]
- A. The Investigative Bureau will review all crime reports and make a determination if the case requires a follow-up investigation. [CALEA 42.1.4]
  - B. The Investigative Bureau will determine that a follow-up investigation is appropriate, he will then assign the case to either the officer who wrote the original report or Investigations. [CALEA 42.1.4]
    1. Any Part I offenses and serious Part II offenses will automatically be assigned to Investigations.
    2. Any cases where there are workable leads and/or recovered physical evidence will normally be assigned to Investigations.

3. Any cases that require the officer to perform follow-up activities off the campus will be assigned to Investigations.
  4. Uniform patrol personnel may be assigned to perform follow-up on cases where there is the potential for developing additional information as a result of recontacting the complainant. In the majority of these cases the complainant will be employed by or be a student at the University. Many of the follow-up investigations performed by patrol personnel will be accomplished through the use of the telephone.
- C. Case assignment will be tracked in RIMS. [CALEA 42.1.4]
- D. Case assignment for Investigators will be conducted as stated in General Order 6-1.
- IV. Follow-up Investigation Procedures
- A. Maintaining contact with principals in any investigation is valuable for building public confidence in the Department as well as indicating that the investigating officer is genuinely concerned about the welfare of the victim and other citizens associated with the case.
- B. The follow-up investigation will include the following:
1. Reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records involving similar cases, and results from laboratory examinations, if applicable. [CALEA 42.2.2a]
  2. Conducting additional interviews of witnesses, complainants/victims and interrogations of possible suspects. [CALEA 1.2.3a,b, 42.2.2b]
  3. Seeking additional information from other officers, informants, etc. [CALEA 42.2.2c]
  4. Revisiting the crime scene and planning, organizing, and conducting searches, and collecting additional physical evidence. Maintaining chain of custody on evidence and submitting it for laboratory examination. [CALEA 42.2.2d]
  5. Attempting to identify and apprehend the suspect, through the use of photo line-ups, DMV records, etc. [CALEA 42.2.2e]
  6. Determining the suspect's *modus operandi* (M.O.) and attempting to link the suspect to other unsolved crimes. [CALEA 42.2.2f]
  7. Checking the suspects' criminal histories. [CALEA 42.2.2g]
  8. Preparing cases for court presentation. [CALEA 42.2.2h]

9. Performing additional follow-up at the request of the prosecuting attorney.
10. Perform search and arrest warrant operations.

V. Cases Involving Habitual or Serious Offenders

A. The arresting officer or Investigator will attempt to determine the criminal history of any subject arrested, and determine whether the offender would be defined as a habitual or serious offender. [CALEA 42.1.5a]

1. A habitual offender for this policy is defined as a person who has been arrested three or more times for the same offense, or who has been convicted of three or more felony convictions.
2. A serious offender for this policy is defined as a person who has been identified as a suspect in a crime against a person, where the victim has sustained death, serious physical injury, or extreme physical and/or mental duress.

B. The investigator will then identify all cases in which the offender is a party. [CALEA 42.1.5b]

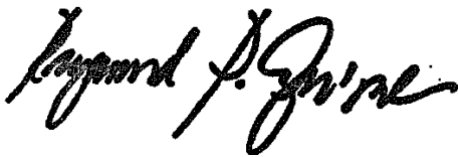
C. This information will be included in the arrest report and forwarded to the Orange County District Attorney's office in a timely manner. [CALEA 42.1.5c]

D. CA Penal Code Sec. 13885.4 defines sexual habitual offenders.

REVIEWED BY:

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APPROVED:



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