

TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Follow-Up Investigations		
NUMBER	1106.10	EFFECTIVE DATE	July 12, 2017
Scheduled Review Date	August 30, 2018	ISSUE DATE	July 12, 2017
Date Reviewed	July 12, 2017	REVISION DATE	July 12, 2017
APPROVED BY		ALEAP Standards	7.12

I. Purpose and Scope

A. The purpose of this policy is to provide guidance to all personnel regarding follow-up investigations.

II. Policy

A. The administration of criminal justice consists of the identification, arrest, prosecution, and punishment of law violators. This process relies heavily on the efforts of investigators who conduct criminal investigations and compile the necessary evidence for a successful prosecution of the case. It is the policy of the Texarkana Department to vigorously seek the ends of justice by conducting thorough investigations, identifying perpetrators, arresting perpetrators, lawfully obtaining all evidence, and cooperating in the prosecution of offenders.

B. All personnel shall recognize and adhere to the guidelines contained within this policy.

III. Procedures [ALEAP 7.12](#)

A. Case Assignment (CID Follow-Up Investigation)

1. Each day, a CID supervisor or designee will review incoming reports. Cases will be assigned to detectives according to the offense type and availability of specific section detectives.
2. Upon receipt of assigned cases, the receiving detective will enter the applicable case information into the Case Assignment Sheet Database. The case detective will update the database as the status of each case changes.
3. Victim Management
 - a. Once assigned a case, the detective shall make all reasonable efforts to contact victims and/or witnesses associated with the case within three (3) days of the case being formerly assigned for investigation. If necessary, detectives will schedule appointments to meet with reporting persons and examine the location of the offense.
 - b. If the detective is unable to contact the reporting person, the detective will immediately document the date, time and number called in a supplemental report and continue all efforts to make appropriate contact.

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- c. If no contact can be made, or if the reporting party is reluctant to cooperate with the assigned detective, the detective will send a CID approved letter to the reporting person reflecting the detective's repeated contact attempts. If no response is received within 10 working days of the letter submission, the case will be closed, and cleared by exceptional means.

4. Supplemental Reports

- a. A supplemental report on each assigned case will be completed and approved by a section supervisor within ten (10) days of the case assignment. During the course of the investigation, the detective will be responsible for conducting each investigation in a timely manner while ensuring the section supervisor and reporting person (victim) remain informed regarding the status of the investigation.
- b. All supplemental reports will be completed, filed and maintained within the Texarkana Police Department's official Records Management System (RMS), ADSi. Reports generated by detectives will be well written and contain comprehensive information consistent with applicable investigatory protocols.
- c. When an investigation results in a modification of an original offense report (*Charges / Suspect Information / Arrest*), the assigned detective will generate a supplemental report reflecting the changes and implement the appropriate change within the report.

5. Disposition of Cases

- a. Cases may only be closed by one of the four below identified methods:
 - (1) Unfounded — This disposition is used when the investigating officer and his supervisor have determined the complaint and/or crime never occurred, is not substantiated or the crime occurred in another jurisdiction and the complainant is referred to the appropriate agency having jurisdiction;
 - (2) Continued— This disposition is used when the investigating officer and his supervisor have determined that all leads have been exhausted following an extensive investigative effort. Under this classification, the case remains open but managed within an inactive status;
 - (3) Exceptional Clearance — This disposition is used when an investigation yields the following results, either adult or juvenile:
 - (a) Identified the offender;
 - (b) Establishes enough evidence to support arrest, make a charge and turn over the offender to the court for prosecution;
 - (c) Identified offender's exact location so that the suspect could be taken into custody immediately; and
 - (d) Encountered a circumstance outside the control of the Texarkana Police Department that prohibits the department from arresting, charging and prosecuting the offender. These include the following:
 - i. The complainant refuses to prosecute and the case cannot continue on its own merit;
 - ii. Death of the offender;
 - iii. Prosecution of charges is handled by another law enforcement agency; or

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iv. The extradition of the offender is denied.

(4) Cleared by Arrest — This disposition is used when a physical arrest and/or formal charges are filed either adult or juvenile.

B. Misdemeanor Crimes Follow-Up

1. In an effort to provide an appropriate level of police services to the victims of misdemeanor crime, the Uniform Patrol Division will be responsible to conduct follow-up investigations on misdemeanor offenses when additional information is necessary or cannot be completed by the Misdemeanor Detective assigned to the Criminal Investigation Division.
2. This section is intended to address those incidents of misdemeanor crime in which a patrol officer encounters a victim who has been victimized in some manner, and although the victim does not know the identity of the suspect, the victim provides information that could lead to the suspect's identity with some measure of investigative work.
3. Victims of criminal offenses often do not have access to those investigative resources necessary to identify a suspect; however, the Agency maintains an ability to access these necessary resources which might provide the additional information necessary to identify those persons guilty of committing the misdemeanor offense. Should the patrol officer who takes the misdemeanor complaint encounter such a condition, the patrol officer shall ensure the investigative work necessary to identify the suspect is completed when the officer has such investigative means within his/her disposal.
4. Notwithstanding the guidelines contained within this section, the Misdemeanor Detective assigned to the Criminal Investigative Division shall maintain the overall responsibility to follow-up on all misdemeanor investigations as soon as practicable. Should the Misdemeanor Detective require additional information—and since the initial responding patrol officer should be familiar with the circumstances of the offense—it is recommended the detective contact the initial responding officer for the additional information.

C. Training

1. All commissioned personnel will receive appropriate training related to the operational and investigatory requirements inherent follow-up investigations.

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