

PALM BEACH GARDENS POLICE DEPARTMENT		
FOLLOW-UP INVESTIGATIONS BY INVESTIGATORS		
POLICY AND PROCEDURE 4.2.2.11		
Effective Date : 07/01/2015	Accreditation Standards: CALEA 42.2.3 CFA	Review Date: 07/01/2016

CONTENT

1. Follow-up Investigation Responsibility

PURPOSE: To establish guidelines for conducting follow-up investigations by investigators.

SCOPE: This policy and procedure applies to all officers.

REVIEW RESPONSIBILITY: Investigations Bureau Major

POLICY: This Department shall conduct follow-up investigations as an extension of the activities of the preliminary investigation in a criminal case. Follow-up investigations provide additional evidence and information to prove the elements of a particular crime in order to effect an arrest and support prosecution of the suspects and/or recover stolen property.

1. FOLLOW-UP INVESTIGATION RESPONSIBILITY

- a. All follow-up investigations are conducted by investigators assigned to the Investigations Bureau, tactical crime unit, and whenever appropriate, by police officers assigned to the Field Operations Bureau.
- b. The assigned Detective must contact the victim within a timely manner, appropriate for the styled investigation.
- c. When follow-up investigation(s) are warranted, the investigating officer shall do so by:
 - i. Reviewing and analyzing reports of the preliminary investigation.
 - ii. Recording information obtained during follow-up investigation.
 - iii. Reviewing departmental records for investigative leads,
 - iv. Seeking additional information (from uniformed officers, informants, contacts in the community, or other investigators/agencies, etc.).
 - v. Conducting follow-up interviews of the victims and/or witnesses.
 - vi. The interrogation of suspects.
 - vii. Arranging for dissemination of information as appropriate (teletypes, bulletins, etc.).
 - viii. Planning, organizing and conducting searches.
 - ix. Collection of physical evidence that is discovered during the follow-up investigation.
 - x. Recovering stolen property.
 - xi. Arranging for the analysis of evidence.
 - xii. Reviewing results of laboratory examinations.
 - xiii. Identifying and apprehending the suspects.
 - xiv. Checking for suspect's criminal history.
 - xv. Determining if other crimes may have been committed by the same suspect.

- xvi. Plan and implement surveillance needed to develop information pertinent to the investigation.
- xvii. Determining if the suspect meets career criminal criteria.
- xviii. Consulting with the State Attorney's Office and preparing cases for court presentation and assisting in the prosecution thereof.
- xix. Providing testimony in court.
- xx. Keeping victims aware of the status of their case through follow-up contact.

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APPROVED:

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