

| <b>PALM BEACH GARDENS POLICE DEPARTMENT</b> |  |                                   |
|---|--|-----------------------------------|
| <b>ACCOUNTABILITY FOR INVESTIGATIONS</b>    |  |                                   |
| <b>POLICY AND PROCEDURE 4.2.2.9</b>         |  |                                   |
| <b>Effective Date :</b><br>07/01/2015       | <b>Accreditation Standards:</b><br>CALEA 42.1.4<br>CFA | <b>Review Date:</b><br>07/01/2016 |

## **CONTENT**

### **1.Procedures**

**PURPOSE:** To specify accountability for conducting preliminary and follow-up of criminal investigations.

**SCOPE:** All Police Officers

**REVIEW RESPONSIBILITY:** Patrol Operations and Investigations Bureau Majors

**POLICY:** This Department shall decide the accountability of sworn officers who routinely conduct the preliminary and/or follow-up investigations of various categories of incidents.

### **1. PROCEDURES**

- a. Upon responding to a call for service, patrol officers shall conduct a preliminary investigation and complete subsequent report(s). The Patrol Sergeant will make a determination concerning the follow-up disposition of the case.
- b. Follow-up investigations which cannot be conducted by officers of the Patrol Operations Bureau due to time, lack of resources, and/or expertise will be reviewed by supervisory staff within the Investigations Bureau for assignment to an Investigator.
- c. The Patrol Operations Bureau shall conduct preliminary investigations on most matters reported to the Police Department. Preliminary investigations of a uniquely administrative or sensitive nature which do not require an immediate response may be initiated by the Investigations Bureau and/or handled by the Tactical Crime Suppression Unit. Such investigations include, but are not limited to:
  - i. Vice/organized crime
  - ii. White collar crimes
  - iii. Special/undercover operations.
  - iv. Intelligence gathering complaints.
- d. Investigations Bureau supervisors directing follow-up investigations shall maintain a record of the cases within the electronic Records Management System, to include information to be investigated, assigned investigator, case disposition, and other pertinent information to be entered in a timely fashion. Such records serve to establish investigative continuity.

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**RESPONSIBILITY INDEX**

- PATROL OPERATIONS MAJOR
- INVESTIGATIONS BUREAU MAJOR
- INVESTIGATIONS BUREAU SERGEANTS
- OFFICERS
- INVESTIGATORS

DRAFTED: SDD 07-01-2015

FILED: 4.2.2.9.pdf

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**APPROVED:**



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Stephen J. Stepp  
Chief of Police

07/01/2015  
Date