



RICHMOND POLICE DEPARTMENT GENERAL ORDER



Subject: PRELIMINARY AND FOLLOW-UP INVESTIGATIONS	Chapter 7	Number 1	# Pages 4
References: CALEA: 42.1.2 , 42.1.4, 42.2.1a-d, 42.2.2a-h, 55.2.4f	Related Orders: 2-6, 6-2, 7-2 and 7-3	Effective Date: 11/30/2023 Revised By: Review Prv. Rev. Date: 05/12/2020	
Chief of Police: <div style="text-align: center; font-family: cursive; font-size: 1.2em;">Robert D. Edwards</div>			

I. PURPOSE

The purpose of this directive is to establish minimum guidelines for officers and detectives to conduct well-organized preliminary and follow-up investigations.

II. SUMMARY OF CHANGE

This policy is due for review.

III. POLICY

It is the policy of the Richmond Police Department to set forth basic responsibilities for officers and detectives involved in conducting preliminary and follow-up investigations.

IV. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

This directive is for internal use only, and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

V. PROCEDURE

A. Preliminary Investigations [CALEA 42.1.4]

1. Officers will be responsible for generally conducting the majority of preliminary investigations as they commonly have the first contact with citizens requesting police services.
2. Detectives will also be assigned and be responsible for conducting preliminary investigations in special situations when it is advantageous to have a detective respond initially.
3. Officers and detectives conducting preliminary investigations shall be responsible for the following: [CALEA 42.2.1a, 42.2.1b, 42.2.1c]
 - a) Respond to all assigned calls for service as promptly and safely as possible and observe all conditions, events and remarks. [CALEA 42.2.1a]
 - b) Locate and identify victims, witnesses and plausible suspects. [CALEA 42.2.1b]
 - (1) In cases which would not be considered major or special in nature, officers shall interview victims, witnesses and suspects.
 - (2) In cases which would be considered major or special in nature, detectives shall be called in to interview involved parties and officers will assist as necessary.
 - (3) Nothing prohibits an officer from allowing suspects to make voluntary statements. [CALEA 42.2.1d]
 - c) Maintain the crime scene, protect and secure all evidence, and arrange for the collection of such evidence following the procedures set forth in General Order 7-3, Crime Scene Protection. [CALEA 42.2.1c]
 - d) Immediately notify their first line (immediate) supervisor who will, in turn, notify the Watch Commander as outlined in General Order 2-6, Watch Commanders and Notification.
 - e) Arrest offenders or take other appropriate action as circumstances dictate.
 - f) Conduct thorough, accurate and efficient preliminary investigations on all legitimate calls for police service, which shall result in a documented report by following guidelines set forth in General Order 6-2, Incident Based Reporting (IBR).

B. Follow-Up Investigations

[CALEA 42.1.2, 42.1.4]

1. Detectives will be responsible for conducting the majority of follow-up investigations, specifically regarding those pertaining to life-threatening shootings, homicides, rapes, robberies and other serious violent and major crimes when requested by the supervisor on scene.
2. Officers are responsible and expected to conduct follow-up investigations in the following instances:
 - a) When there is a reasonable chance of immediately identifying and apprehending a suspect;
 - b) When there is a need for obtaining additional information for the preliminary investigation report;
 - c) When there are other compelling circumstances; and/or,
 - d) When assigned by a supervisor.
3. Officers are responsible and expected to follow-up *on* preliminary investigations to the extent that available resources permit and shall consult their immediate supervisor prior to conducting lengthy follow-up investigations.
4. Degree of seriousness and case solvability factors will be considered in transferring and assigning a case to a detective for follow-up. When an investigation falls into one of the following categories, a detective shall be contacted:
 - a) Burglary;
 - b) Robbery;
 - c) Arson;
 - d) Sex crimes involving juvenile suspects or victims;
 - e) Rape;
 - f) Aggravated assault; or,
 - g) Homicide or suspicious death where foul play is suspected.
5. Investigative Supervisors shall determine the criteria that will be used in determining whether a case needs further investigation and what available resources will be utilized in the investigative effort.
6. Threats of bodily harm and missiles thrown into occupied vehicles or dwellings are reviewed by a FMT Detective Sergeant and assigned to the reporting officer or a detective for a follow-up. Simple assaults are assigned

to the reporting officer by the FMT Detective Sergeant.

[CALEA 42.1.4]

7. To ensure thorough and consistent follow-up investigations, officers shall have the ability to perform basic investigative tasks. However, detectives shall perform more complex investigative tasks, as necessary for each individual investigation including, but not limited to:

[CALEA 42.2.2a-h]

- a) Review and analyze all assigned IBR reports in RMS for follow-up investigation; [CALEA 42.2.2a]
- b) Notify the Forensics Unit and arrange for searches of the crime scene and vicinity; [CALEA 42.2.2d]
- c) Conduct additional interviews and/or interrogations and make contact with victims, witnesses, neighbors, informants, officers, etc.; [CALEA 42.2.2b, 42.2.2c]
- d) Plan, organize and conduct stakeouts and/or surveillance;
- e) Identify suspects through the use of a line-up and other identifying techniques when applicable; [CALEA 42.2.2e]
- f) Review pertinent departmental records; [CALEA 42.2.2a]
- g) Review lab examinations results; [CALEA 42.2.2a]
- h) Arrange for the dissemination of appropriate information to other Department components and associated agencies;
- i) Review criminal histories of suspects and determine suspect involvement in other crimes; [CALEA 42.2.2f, 42.2.2g]
- j) Prepare case(s) for prosecution; and, [CALEA 42.2.2h, 55.2.4f]
- k) Assist in prosecution efforts. [CALEA 42.2.2h]