

## NIAGARA FALLS POLICE DEPARTMENT GENERAL ORDER

EFFECTIVE DATE: 09/25/2013	SUBJECT:  <b>CRIMINAL INVESTIGATIVE FUNCTION; FOLLOW UP INVESTIGATIONS</b>	Number 325.00 (NYSLEAP O-50-1)
RESCINDS: 04/15/2003		Number of pages 4

I. Policy:

- A. It is the policy of the Niagara Falls Police Department that every case that can be disposed of by the Patrol Division should be so handled. Exceptions to this policy shall be limited to those cases where Departmental efficiency demands specialized assistance.

II. Procedure:

A. Preliminary Investigations:

1. The preliminary phase of an investigation begins with the discovery or report of a crime or other circumstances requiring police action. In most instances, patrol officers shall respond to and make preliminary investigations as far as it is possible, up to and including arresting the offender.
2. In some cases, the follow-through to the point of arrest will not be possible. It is at this stage that the appropriate specialized unit will conduct a follow-up investigation.
3. The Patrol Supervisor will be responsible for overseeing the preliminary investigation.
4. Upon the arrival of a Detective or Detective Supervisor, responsibility of the investigation shall be placed under his/her authority.
5. Preliminary investigations will ordinarily include the following activities:
  - a. Initial detection of a crime, or response to the scene of a reported incident;

- b. Inquiry to determine if an offense has been committed and, if so, its nature and severity;
  - c. Assistance to injured, if any;
  - d. Searches for victims and perpetrators;
  - e. Furnishing police radio with descriptions, method of travel, direction of suspects and any other necessary relevant information;
  - f. Analysis of the situation to determine what Departmental resources will be required to address it properly;
  - g. Identification and marking of the perimeter of a crime scene;
  - h. Arrangements for securing and protecting the integrity of the crime scene;
  - i. Identification of witnesses, victims and suspects;
  - j. Interviews or interrogations of any parties who witnessed or were involved in the incident;
  - k. The limitation of access to the crime scene to law enforcement officials with an authorized purpose for entering the scene;
  - l. Recording the identities, missions and times of entry and exit for all persons who enter the crime scene;
  - m. A search for items of evidence;
  - n. The recovery of evidence if the officers at the scene possess sufficient expertise to properly recognize, preserve, recover, package and store the evidentiary materials present;
  - o. The completion of required notification;
  - p. The arrest of offenders;
  - q. The preparation of reports and prosecutorial information.
6. The preliminary investigation will end when the Patrol Officer has exhausted all police action at his/her immediate disposal. Considerations should be given to such factors as expertise

(knowledge and skills), time (sufficient manpower available) and the degree of seriousness of the offense.

B. Follow Up Investigations:

1. The Criminal Investigation Division, Narcotics and Intelligence Division, Traffic Division and the Youth Aid Division are primarily responsible for follow up investigations.
2. These Divisions are responsible for initiating and pursuing follow up investigations, apprehending offenders, seizing illegal contraband, developing intelligence on criminal activity, cultivating informants, establishing and maintaining mutually cooperative relationships with other criminal justice agencies, acting as a conduit for crime prevention in victim assistance information, locating missing persons and recovering and storing stolen property and other evidence.
3. At the conclusion of the preliminary investigation, the Patrol Supervisor will make the recommendation to close or continue the investigation based on the relative weight or solvability factors and the preliminary recommendations of the investigating officer.
4. The follow-up investigation shall include, but not be limited to:
  - a. Review and analysis of all previous reports prepared during the preliminary investigation;
  - b. Conducting additional interviews and/or interrogation of victims, witnesses or suspects;
  - c. Reviewing Departmental and other such records for possible leads to the case;
  - d. Seeking additional information from other sources such as other officers or informants;
  - e. Collecting physical evidence;
  - f. Identifying and apprehending suspects;
  - g. Determining the involvement of suspect(s) in other crimes;
  - h. Checking suspect's criminal history;
  - i. Preparing the case for court presentation by consulting with the Assistant District Attorney;

- j. Assisting in case preparation;
- k. Testifying in Court.