

# Hamden Police Department General Orders

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**Policy Number:** 024-011

**Effective Date:** August 1, 2005

**Section:** Patrol

**Rescinds:**

**Title:** Preliminary and follow-up  
Investigation.

**Approved By:**

**Approval Date:**

## PURPOSE

This order delineates areas of responsibility for conducting criminal investigations between Patrol and Detective Divisions, and directs maximum cooperation from police officers assigned to criminal investigations regardless of assignment.

## POLICY

The uniformed Patrol Division will be the primary responder to all reports of crimes or incidents.

### General

- A. Criminal investigations consist of two distinct and yet closely interrelated phases:
1. The preliminary investigation:
  2. The follow-up investigation:

Procedures used in criminal investigations include but are not limited to: information development; interviews and interrogation; collection, preservation, and use of physical evidence; and surveillance.

### Procedures

- A. Preliminary Investigations.
1. The preliminary investigation begins when the first police unit arrives at the scene.
  2. The following activities should be part of the preliminary investigation:
    - a. Aid to the injured.

## **Hamden Police Department General Orders**

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- b. Determining if a crime has actually been committed and if so, the exact nature of the crime.
- c. Isolating and protecting the crime scene to ensure that evidence is not lost or contaminated and arrange for its collection.
- d. Observing all conditions, events and remarks.
- e. Determining the identity of the suspect(s) and making an arrest if such arrest can be accomplished either at the scene or through immediate pursuit.
- f. Furnish the Communications Center for immediate relay to all police cruisers and other police departments, descriptions, method and direction of flight and other relevant information concerning wanted persons or vehicles.
- g. Obtaining complete identification of all witnesses.
- h. Determining what information is known by the victim and each witness.
- i. Obtaining written statements from victims and witnesses and from the suspect if such statements can be legally obtained.
- j. Accurately and completely recording all pertinent information on the prescribed report forms.
- k. In those cases where the presence of a uniformed officer would obviously prevent a proper investigation being made, a plainclothes officer or detective may assist.

### **B. Follow-up Investigation.**

#### **1. Basic activities of the follow-up investigation include:**

- a. Reviewing and analyzing all previous reports prepared in the preliminary investigation.
- b. Identification and apprehension of the offender.
- c. Collecting physical evidence.
- d. Arranging for the analysis and evaluation of evidence.
- e. Planning, organizing, and conducting searches.
- f. The recovery of stolen property.
- g. Reviewing department records.
- h. Interviewing victims and witnesses, including making a second contact if appropriate.
- i. Interrogation of suspects.
- j. Checking suspect(s) criminal histories.
- k. Determining if other crimes may have been committed by the suspect(s).
- l. Seeking additional information.
- m. Recording information obtained.
- n. Arranging for, dissemination of information, as appropriate.

## **Hamden Police Department General Orders**

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- o. Preparation of case for court presentation.
      - p. Assisting in prosecution if requested.
  - 2. Occasionally, in cases assigned to the patrol division for follow-up, additional investigation will be required at the end of the tour of duty of the assigned officer. In such cases, the assigned officer's shift supervisor and/or shift commander will determine whether the investigation should be postponed until the assigned officer's next tour of duty or continued by officers on the oncoming shift. Except in cases where the investigation would be jeopardized by its postponement, it shall remain the responsibility of the assigned officer.
  - 3. When an element of immediate need exists at the end of the shift, the assignment of continuing investigation shall be made by the shift supervisor.
  - 4. A supplemental report must be prepared by each officer who works on the case, but not necessarily for each occasion he/she works on it. These supplemental reports will be transmitted to the officer responsible for the investigation for inclusion in the case file of the investigation.
- C. Responsibilities of the Shift Supervisor and/or Shift Commander.
  - 1. The shift supervisor and/or shift commander will:
    - a. Insure that an adequate and complete preliminary investigation has been made.
    - b. Review and either approve or return to the reporting officer for preparation all initial and supplemental reports.
    - c. Decide whether a follow up should be made by uniformed personnel or criminal investigators.
    - d. Request the assistance of the Detective Division if an offense under investigation is of sufficiently serious nature to warrant it.
    - e. Request the assistance of any other specialized units, i.e., photography, traffic services.,etc., if needed.
- D. Detective Division Assistance.
  - 1. If a decision is made to call in the Detective Division, upon their arrival, the patrol officer shall:
    - a. Relinquish responsibility for the investigation upon request.
    - b. Brief the investigator on all action taken and information known.

## **Hamden Police Department General Orders**

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- c. Obtain adequate information in order to properly complete their report.
2. If Detective Division personnel are on duty, they will be notified in the following instances:
  - a. Deaths of a violent or suspicious nature.
  - b. Rapes and sex crimes.
  - c. Critical injury assaults.
  - d. Robberies where the perpetrator is not promptly arrested.
  - e. Major loss burglaries.
  - f. Arson or a dwelling or with loss of life.
3. If a Detective is not on duty, the Detective Division call-out procedure will be followed.

### **E. Victim Notification.**

1. At the time of any changes in the status of an investigation, the investigating officer may, if feasible and appropriate:
  - a. Apprise the victim of such changes including:
    - i. Transfer or investigation to another officer.
    - ii. Transfer of investigation to another Division.
    - iii. The arrest or referral of a suspect.
    - iv. Suspension of the investigation.
  - b. File appropriate case reports recording these changes.