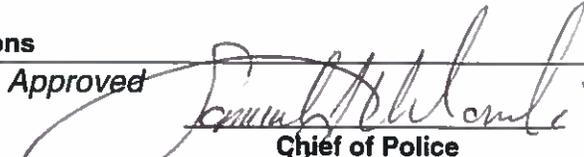


**LANCASTER POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<i>Effective Date</i> November 11, 2015		<i>Amended Date</i> May 30, 2019		<i>Directive</i> 7.05.1	
<i>Subject</i> Preliminary and Follow-up Investigations					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 7.09; 7.10		<i>Review Date</i> January 5, 2019	
				<i>Pages</i> 10	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

**SECTION 1 PURPOSE**

The purpose of this order is to establish the minimum guidelines and protocol for conducting preliminary and follow-up investigations.

**SECTION 2 POLICY**

It is the policy of the department to respond to all complaint calls and conduct preliminary investigations as needed. Further, the department will document all criminal offenses with an offense/incident report. Some minor infractions and civil complaints may, if possible, be handled by other means to include but not be limited to telephone and authorized internet web-based reporting applications. All others should be handled in person.

**SECTION 3 PROCEDURES**

**A. PRELIMINARY INVESTIGATIONS (TPCA 7.09)**

1. Officers are instructed to respond promptly, but safely. The importance of a prompt, but safe response is particularly important regarding incidents of crimes of violence, (shootings, stabbings, etc.). The officer's response should be according to the seriousness of the call and the necessity for the preservation of life and in accordance with all applicable written directives of the department.
2. The preliminary investigation begins when the officer arrives at the scene of an incident, first makes contact with the complainant or becomes aware that a crime may have been or is being committed.
3. During the preliminary investigation, the assigned officer is responsible for the following procedural steps, which may vary according to the crime under investigation, observing all conditions, events, and remarks:
  - a. provide medical aid and protection to the injured;
  - b. legally detain any person at the scene that may be involved in the incident, separating them

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as much as possible to maintain integrity of statements;

- c. determine if an offense has actually been committed, if so, determine the exact location and nature of the offense;
- d. secure, protect, and preserve the crime scene or scenes, to ensure that potential witnesses or evidence is not lost, destroyed or contaminated;
- e. to the extent of the officer's training, ability, and equipment, photograph and collect all evidence on scenes that do not require the assistance or the expertise of the Criminal Investigation Division;
- f. conduct an objective, fact-finding investigation to determine what happened;
- g. when possible identify, interrogate and arrest the offender in accordance with all applicable laws, the sixth amendment, and applicable written directives of the department;
- h. if the suspect is at large provide suspect vehicle descriptions, or other relevant information to other law enforcement units, including the direction of the fleeing suspect(s);
- i. identify, locate and obtain complete identification of all witnesses, including name, phone numbers, home addresses and employment information;
- j. interview witnesses to determine if they have any information regarding the crime and obtain written statements if required;
- k. interrogate suspects and arrest, if possible, while staying in accordance with all state and federal laws and applicable written directives of the department;
- l. document your investigation, by recording all pertinent information on the prescribed report forms and in applicable Records Management System modules of the OSSI Public Safety Software; and
- m. release the crime scene once all of the information and evidence have been gathered; otherwise transfer control over to the Criminal Investigation Division or Incident Commander when applicable

**B. INCIDENTS REQUIRING NOTIFICATION**

- 1. The entire chain of command shall be notified on any of the following incidents that occur:
  - a. situations representing an immediate threat to the community (e.g., immediate threat of tornado, conditions likely to result in a riot, hazardous material spill);
  - b. suspects barricaded in a house or building to resist police or other law enforcement agencies;
  - c. death of:

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- i. a prisoner while in custody of the department;
  - ii. any member of this department;
  - iii. an appointed or elected city official of Lancaster
- d. occurrences likely to receive major news coverage minimally include;
- i. murder;
  - ii. attempted murder when medical personnel indicate it appears likely the victim will die;
  - iii. death of civilian(s) where police department personnel or equipment are contributing factors;
  - iv. aggravated sexual assault or aggravated sexual abuse;
  - v. arrest of a political official or police officer for a criminal offense;
  - vi. police shooting of any person;
  - vii. police officer being shot;
  - viii. incident involving a person with diplomatic immunity
2. The Criminal Investigation Division will be notified for the following incidents:
- a. any criminal investigation involving a death or involving injuries that are likely to result in death;
  - b. crash where a fatality is likely (an Accident Investigator will also be notified);
  - c. aggravated offense;
  - d. sexual assault;
  - e. aggravated robbery;
  - f. kidnapping (including child abduction);
  - g. property loss or damage over \$30,000;
  - h. arrest of a political official or city administrator, excluding arrest made for warrants and traffic violations;
  - i. when a supervisor deems it necessary based on the circumstances and facts
3. An incident requiring the notification of the Criminal Investigation Division will only be done with the approval of the on-duty supervisor. The on-duty supervisor will notify communications to contact the on-call investigator to respond to the location.

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**C. REPORTS**

1. An offense/incident report is required:
  - a. for all Class B and higher offenses
  - b. for all Class C offenses except:
    - i. traffic offenses;
    - ii. city ordinance violations
  - c. for status offenses;
  - d. to document possible criminal activity
2. Supplement report is required whenever supplementing a previously written offense/incident report with any pertinent information collected and to document any pertinent information collected during a follow-up investigation.
3. All police reports shall be completed and approved by an on-duty supervisor before the end of the officer's tour of duty, unless otherwise approved by the on-duty supervisor.
4. All other officers on scene, who assisted with the investigation, shall complete a supplement report to document their actions and observations and submit them in the computerized supplement module by the end of their respective tour of duty, unless otherwise approved by the on-duty supervisor.
5. All police reports must be accurate, legible and complete, being sure to include all information in a concise and chronological narrative.

**D. CLASS C MISDEMEANOR AND STATUS OFFENSES**

1. Class C and status offense occurring within the officer's view or presence, officers;
  - a. must complete an offense/incident report in accordance with this directive;
  - b. may make an arrest when authorized by law and the arrest is precluded by a directive;
  - c. if an arrest is made under this section, an arrest report must be completed;
  - d. will make an arrest when mandated by law or by a directive; or
  - e. may issue a Class C citation
2. Class C and status offenses occurring outside the officer's view or presence, the officer:
  - a. must complete an offense/incident report in accordance with this directive;

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- e. may issue a Class C citation
- 2. Class C and status offenses occurring outside the officer's view or presence, the officer:
  - a. must complete an offense/incident report in accordance with this directive;
  - b. may make an arrest when authorized by law and the arrest is not precluded by a directive;
  - c. will make an arrest when mandated by law or by a directive;
  - d. may issue a Class C citation; or
  - e. may refer the incident to the Criminal Investigation Division if:
    - i. the alleged offense was committed outside the officer's view or presence; and
    - ii. there is questionable probable cause that an offense occurred or that the accused is guilty of the alleged offense; or
    - iii. there is questionable information about the identity of the suspect involved; or
    - iv. it is uncertain at the time of the report that the victim wishes to prosecute
- 3. If an arrest is made under this subsection, an arrest report will be completed.
- 4. If the suspect has left the scene prior to the officer's arrival, the officer will complete a citation and mail it to the suspect's last known address.

**E. CLASS B AND HIGHER OFFENSES**

- 1. An offense/incident report must be completed for all Class B and higher offenses. If an arrest is made under this section, an arrest report will also be completed.
- 2. Class B and higher offenses occurring within the officer's view or presence, the officer:
  - a. may make an arrest when authorized to do so and the arrest is not precluded by a directive; or
  - b. will make an arrest when mandated by law or by a directive
- 3. Class B and higher offenses occurring outside the officer's view or presence, the officer:
  - a. may make an arrest when authorized by law and the arrest is not precluded by a directive, the victim wishes to prosecute and the suspect is known; otherwise, the officer will obtain an arrest warrant for the suspect;
  - b. will make an arrest when mandated by law or by a directive, regardless of the victim's desire to prosecute;

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- c. if the officer is not authorized to make an arrest for the offense committed outside the officer's view or presence and the suspect is known, the officer will obtain an arrest warrant for the suspect
4. An officer who makes an arrest of an adult suspect for a Class B and higher offense will complete an offense/incident report, arrest report, DA cover sheet, arrest warrant, and probable cause affidavit. The officer will put these items along with a copy of any evidence (written statements, body camera recordings, photos, etc.) collected together and turn it into the on-duty supervisor for review.
5. An officer who makes an arrest of a juvenile suspect for a Class B and higher offense will complete an offense/incident report, arrest report, DA cover sheet and juvenile charge sheet. The officer will put these items along with a copy of any evidence (written statements, body camera recordings, photos, etc.) collected together and turn it into the on-duty supervisor for review.
6. An officer who has all information needed for a Class B and higher offense case to be filed but does not make an arrest on either an adult or juvenile suspect, shall complete the above listed reports and paperwork, excluding the arrest report, and turn it into the on-duty supervisor for review.

**F. SUPERVISOR RESPONSIBILITIES**

1. Supervisors shall ensure that a proper preliminary investigation is conducted.
2. Supervisors are responsible to review their respective subordinate's reports that are in the computerized report module, to ensure that police reports are complete, legible, accurate and factual. Once the supervisor is satisfied with the report they will mark it approved and submit it into the Records Management System from the OSSI report module.
3. Supervisors are responsible to review all officer's reports and cases that are turned into them. They are to ensure that all reports are complete, legible, accurate and factual. Once the supervisor is satisfied with the case, they will sign the submittal checklist and submit the case to the Criminal Investigation Division.
4. Supervisors are responsible to ensure that officers have properly seized, maintained and documented the "chain of custody" of all evidence.

**G. FOLLOW-UP INVESTIGATIONS (TPCA 7.10a)**

1. The purpose of a follow-up investigation is to gather and report information that was not available at the time of the initial report and provide supplementary information by assisting officers.
2. A follow-up investigation may be assigned by the Criminal Investigation Division, a supervisor, communications as a call for service or may be self-initiated. (TPCA 7.10b)
3. A thorough and an effective follow-up investigation depends on some or all, of the following procedures:
  - a. review and analyze all reports previously submitted;

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- b. conduct additional interviews or interrogations as needed;
- c. seek additional information from the Criminal Investigation Division or from the original reporting officer(s);
- d. plan, organize, conduct searches and collect evidence;
- e. identify and apprehend suspect;
- f. determine involvement of suspect(s) in other offenses; and
- g. check suspect's criminal history

**H. SUPPLEMENTAL REPORTS (TPCA 7.10b)**

1. A supplement report, if needed, should include all pertinent information relating to the investigation, minimally including:
  - a. observations;
  - b. statements; and
  - c. actions taken by the investigating officer
2. If a follow-up investigation is made by an officer not assigned to the Criminal Investigation Division and the officer is unable to make contact either by telephone or in person, the officer shall complete a supplement report under the original offense/incident report number. The report should state the date, time, response location, the officer's name and results of the follow-up investigation, including if the officer did not make contact with the intended party.
3. If a follow-up investigation is made by an Investigator or Detective assigned to the Criminal Investigation Division who has been assigned the investigation and the investigator or detective is unable to make contact either by telephone or in person, the investigator or detective will go into the Investigator Dashboard Module of the Records Management System. The investigator or detective will locate the assigned investigation and go to the "narratives and supplements" tab. On the bottom of the "narratives and supplements" tab is a "tracking" button. The investigator or detective will complete the tracking section anytime where contact is attempted but not actually made or when contact is made but no new pertinent information is obtained. An investigator or detective assigned to an investigation will only supplement a report when new pertinent information on the investigation is obtained.

**I. DECONFLICTING INVESTIGATIONS AND OPERATIONS**

1. The purpose of deconflicting investigations and operations is because often times, multiple agencies conduct on-going investigations involving the same suspect(s) without the other agency's knowledge, which can lead to investigative and officer safety conflicts. To enhance effective law enforcement operations, prevent unintentional conflicts, deconflict competing investigations and

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promote officer and public safety. The deconfliction procedures enumerated in this section shall apply to all covert or other preplanned high-risk law enforcement operations involving any member of this department.

2. Activities Requiring Deconfliction Notice

- a. buy busts;
- b. buy walks;
- c. controlled buys;
- d. high-risk arrest warrant and all search warrant executions;
- e. stings;
- f. surveillances;
- g. specifically targeted persons suspected of criminal activity;
- h. solicitations;
- i. undercover meetings;
- j. undercover buys;
- k. any other high-risk enforcement operations

3. Procedures

- a. The event supervisor in charge of any of the activities listed above will complete a deconfliction notice utilizing the High Intensity Drug Trafficking Area (HIDTA) Deconfliction Event Entry form at least four (4) hours before the operation.
- b. If exigent circumstances preclude advance written notice, notification will be made via telephone to the Watch Center twenty-four (24) hour hotline listed below.
- c. If the electronic deconfliction notice is unavailable, the case supervisor will make a telephone notification to the Watch Center twenty-four (24) hour hotline listed below.
- d. If after the initial report a change in the time frame of up to four (4) hours is required, notice of the change will be given.
- e. Information to be provided includes:
  - i. agency name;
  - ii. case officer name;

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- iii. case officer must provide 24/7 contact information to include office and cell phone numbers;
  - iv. case supervisor name;
  - v. case supervisor must provide 24/7 contact information to include office and cell phone numbers;
  - vi. incident number – if none, enter street name / pending;
  - vii. start time and date;
  - viii. ending time and date;
  - ix. requested radius;
  - x. event type;
  - xi. drug type (if narcotics);
  - xii. number/direction/street;
  - xiii. nearest major cross street or Mapsco number;
  - xiv. city, state, zip code and county;
  - xv. street address of activity and description of premise (such as parking lot, school, street, park, business);
  - xvi. type of enforcement action;
  - xvii. type of drug or property involved, if any;
  - xviii. flash money;
  - xix. suspect name, date of birth, and description;
  - xx. suspect vehicle description
- f. The Watch Center will advise affected personnel of any potential conflict. The case agent and/or case supervisor will be notified of the conflict. Operational personnel will resolve the conflict. The Watch Center will only notify in the event of a conflict.
- g. Operational intelligence will not be included in the deconfliction notice.
- h. Subject deconfliction may be utilized when an officer is conducting surveillance on an identified person who is known to be involved in criminal activity and is the subject of a criminal investigation. Subject deconfliction may only be conducted by telephone and may only be

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conducted between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. Subject deconfliction shall be initiated by contacting the Watch Center twenty-four (24) hour hotline.

**4. Watch Center Contact Information**

- a. The Watch Center twenty-four (24) hour hotline is staffed by HIDTA personnel from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Telephonic notifications after hours, on weekends, or holidays will be made to the Watch Center hotline; however, during off hours, the twenty-four (24) hour hotline automatically forwards to the Irving Police Department.
- b. The twenty-four (24) hour hotline number is 972-621-2213.

**J. SCOPE OF RESPONSIBILITY**

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.