10.10.01 POLICY AND PURPOSE

The purpose of this directive is to establish responsibility for crime scene control and the conduct of preliminary and follow-up investigations by this Department.

10.10.02 GENERAL

The primary purpose of a police investigation is to determine if a crime occurred, to collect facts leading to the identification, arrest, and conviction of the offender, and to organize these facts in a report to present the evidence of guilt in such a manner that successful prosecution may occur.
In every case many more facts are needed for conviction than for arrest. Every effort must be made to obtain information which will lead to a conviction. The single most important determinant of whether a case will be solved is the information supplied to the police officer by the victim or witness after the commission of the crime. The proper completion and recording of a preliminary investigation will increase the likelihood of a case being solved.

**10.10.03 DEFINITIONS**

**Arrest** – a person has been taken into custody to face the charges outlined in the report.

**Exceptional Clearance** – the identity of the culprit is known and sufficient evidence to obtain a warrant exists; however, due to some reason outside police control, no arrest will be made (e.g., Complainant will not prosecute; Commonwealth's Attorney will not prosecute; Perpetrator is dead; Subject has been arrested by another jurisdiction and no charges will be placed by this Department.)

**Open** – investigation continues.

**Pending** – all leads have been exhausted. No further investigation is possible or practical until new leads develop.

**Terminated** – all necessary action has been taken. The case is at an end as far as this Department is concerned.

**Unfounded** – the offense did not really occur in the first place, although at the time of the original report it was reported to have occurred, or the investigation reveals no laws were broken.

**10.10.04 RESPONSIBILITIES**

A. **Supervisors** will ensure that employees conduct adequate and complete preliminary investigations and thoroughly document them in offense and supplemental reports. They will ensure that each report contains the necessary elements of the reported offense and a supportable recommendation as to whether the case should be listed as pending, closed, open, or terminated. If follow-up investigation is necessary, the supervisor will determine whether the investigation should remain with the unit originating the report or be assigned to another unit, and note this recommendation in the appropriate block in the Offense Report. Supervisors will, by signing the reports in the proper spaces, assume the responsibility for the acceptability of the report and the disposition at that time. [82.2.4]

B. **Patrol supervisors** will consider the guidelines in 10.10.09, C, when determining whether follow-up should be made by uniformed personnel or members of specialized units. [42.1.4]
1. Patrol supervisors may request the assistance of specialized investigators if an offense under investigation by officers under their supervision is serious enough to warrant it. Conversely, supervisors may recommend that certain cases, which would normally be forwarded to a specialized unit, be handled by the original reporting officer instead (e.g., minor felonies with leads that should be followed up as a continuing part of the preliminary investigation, or within one or two days thereafter). Patrol supervisors are responsible for coordinating assignment of such investigations with supervisors from specialized units to avoid duplication of effort.

2. Patrol supervisors will determine whether continuing investigations by patrol officers will be held in abeyance until the next tour of duty of the investigating officer, continued by the investigating officer past the end of the shift, or assigned to an officer on the on-coming shift for investigation. In the latter case, the assignment will be coordinated with a supervisor from the on-coming shift.

C. **Supervisors** will ensure that follow-up investigations are assigned to the appropriate officers, that investigations are conducted within the time frames allowed, and that supplemental reports are submitted on schedule. In most cases, follow-up investigations should be assigned to the original investigating officer, but supervisors may assign follow-up investigations to other officers, as necessary (e.g., follow-up investigations will not normally be assigned to officers on Patrol midnight shift; Midnight shift supervisors will coordinate follow-up investigations with supervisors from other shifts, as necessary). Patrol follow-up reports should be submitted within seven (7) working days unless an extension or longer initial investigation period is granted by a supervisor.

D. **Commanders of specialized units** may set timetables for submission of supplemental reports and completion of investigations, as appropriate. Supervisors of specialized units may assign cases for follow-up investigation based on recognized practices within the units.

E. The first supervisor to arrive on a crime scene will be in control of the scene (as explained in 10.10.07) until relieved by a supervisor from a specialized unit or higher authority.

F. **The Report Review Officer** (assigned to Information Services Section) will:
   1. maintain a tracking system for:
      a. reports initially completed by the Telephone Reporting Unit (TRU) but needing Patrol follow-up;
      b. case jackets assigned to Patrol for completion; and
      c. Patrol case jackets sent to the Commonwealth’s Attorney’s Office.
   1. review all offense reports to ensure proper offense classification.
   2. send reports needing completion and/or correction back to the approving supervisor, with a due date by which corrections should be completed.
G. **Officers taking offense reports** will notify the complainant or reporting party of the status and note this on the report. Officers will notify the reporting party of any change in the status if notification of a change is warranted.

H. **Crime Scene Investigators** will conduct a thorough search of the crime scene, to discover, describe (as to location, position, and condition), collect, transport, and preserve all physical evidence relating to the crime found at the crime scene. [42.2.1, c; 83.2.1]

I. **Supervisors and officers** will be held accountable for the practical application of the guidelines set forth in the accompanying Preliminary Investigation Manual (Appendix A).

J. **Communications personnel** will offer telephone reporting as an option to persons who call in to report those crimes that may be taken by telephone, and will refer calls to the Telephone Reporting Unit (TRU) when TRU is staffed. Information Services Section (ISS) supervisors will notify Communications when TRU is not staffed or when there is a backlog of reports in order to avoid unnecessary referrals.

---

**10.10.05 CRIME SCENE CONTROL**

---

1. Personnel without a valid investigative purpose will be denied access to the scene.

2. Commanders at the rank of Captain or above may enter the area to confer with and/or provide guidance to the scene commander. They may request a review of the scene for legitimate purposes, ensuring that their presence does not compromise the crime scene.

---

B. The first patrol supervisor on the crime scene will be in command unless relieved by higher authority or relieved at the termination of a tour of duty.

1. The scene commander will be accountable for the following:
   a. overall administrative command and coordination of all personnel assigned to duties related to activity within and surrounding the scene;
   b. providing all reasonable requests for resources for use within the perimeter of the crime scene;
   c. establishing a command post, as needed; and
d. ensuring a record is kept of the presence and assignment of personnel and equipment at the scene and providing for relief of personnel and deployment of new personnel assigned to the scene.

A. Until directed by the crime scene investigator, officers will not touch, move or disturb any physical object at a crime scene except to prevent its destruction or for safety reasons.  

B. Scenes involving establishments open to the public will be closed if access to any portion of the establishment interferes with the security of the scene.

C. In all scenes in which the investigating officer is assigned to Criminal Investigations or Vice/Narcotics, appropriate investigative supervisors and commanders will have access to the scene. That supervisor or commander will determine if additional investigative resources are needed and provide whatever assistance is needed to the investigating officer.

D. News media representatives will not be allowed access to or be allowed to film crime scenes without permission from the scene commander. The Public Information Officer should coordinate all such requests, in accordance with Police Directive 10.21, Media Relations.

10.10.06 PRELIMINARY INVESTIGATION

A. The Preliminary Investigation Manual (Appendix A) is an integral part of this directive.

B. The preliminary investigation begins when the first police unit arrives at the scene, and continues until a postponement of the investigation or transfer of the responsibility will not jeopardize the successful completion of the investigation.
A. Responsibility for Conducting the Preliminary Investigation

1. Except in those cases where the presence of a uniformed officer would prevent or hamper a proper investigation, the preliminary investigation will be conducted by the Patrol officer assigned to the call for police service (or by TRU when appropriate). [42.1.4]
   a. The assigned Patrol officer will initiate and complete as many activities listed in 10.10.08, C, (above) as possible.
   b. As soon as the preliminary investigation is concluded, and before the patrol officer returns to service, the officer will complete an original Offense/Incident Report (APD-7), unless otherwise instructed by a supervisor or dispatcher. The officer will list on the prescribed report form all pertinent information obtained at the scene of the offense, all action taken, and all other personnel who were notified or who arrived at the scene and took any action involving the investigation.

1. Immediate notification of crime to other units:
   a. The assigned patrol officer will initiate action, through a supervisor, to inform other appropriate departmental units of a serious crime or one requiring immediate on-the-scene follow-up investigation.

1. Bad check cases and other white collar offenses:
   a. Patrol officers (or TRU when appropriate) will take the initial report on all embezzlements, forgeries, credit card frauds and similar white-collar offenses, unless officially relieved of this responsibility by a detective or their supervisor.
      i. **Identity Theft** – Virginia Code §18.2-186.3:1 indicates “a consumer may report a case of identity theft to the law enforcement agency in the jurisdiction where he resides.” Officers will take an Identity Theft report (APD-7) if the victim resides in the City of Alexandria, regardless of where the offense may have occurred. [42.2.8, a]
      ii. All reports will be completed on standard computerized police reports. No specialized report forms are required. [42.2.8, b]
      iii. Identity theft is defined under Virginia Code §18.2-186.3. The Criminal Investigations Section will follow-up Identity Theft cases and coordinate investigations with other agencies as necessary. [42.2.8, d]
iv. Officers will provide the victim with the following information, instructing them to contact one of the credit bureaus. The company the victim calls is required to contact the remaining two companies. Also see Appendix B for additional information to be provided to victims.

[42.2.8, c & e]

- **Equifax**: 1-800-525-6285; www.equifax.com; P.O. Box 740241, Atlanta, GA 30374-0241
- **Experian**: 1-888-EXPERIAN (1-888-397-3742); www.experian.com; P.O. Box 9532, Allen, TX 75013
- **TransUnion**: 1-800-680-7289; www.transunion.com; Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA 92834-6790

a. Persons wishing to report offenses involving checks written for insufficient funds or on closed accounts will be advised to call the Criminal Investigations Section between 7 a.m. and 3 p.m. weekdays to schedule a time to make the preliminary report.

1. Preliminary and follow-up reports on cases involving narcotics and vice operations will normally be handled by Vice/Narcotics personnel.

2. Complaints against Department personnel will be referred to a supervisor, who will evaluate the complaint and decide whether to refer the case to Internal Investigations.

**A. Pending Cases** [41.2.5; 42.1.2; 42.1.4]

1. Patrol officers making initial reports of crimes will indicate in the report if the case should be classified as pending. The officer will notify the reporting party of the status of the case. The reviewing supervisor will endorse or deny the recommendation.
A. The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to affect the arrest of an offender and/or recover stolen property, and to secure evidence that will lead to the conviction of the offender.

C. Responsibility for conducting follow-up investigations  [41.2.5; 42.1.4]
1. The following cases will be assigned for follow-up by the Criminal Investigations Section: Homicides; rapes and other felony sex offenses; commercial robberies; juvenile sex offenses (including enticement and suspicious persons with juveniles as reporting parties); white collar crimes; Domestic Violence incidents; child welfare cases (e.g., CHINS; child abuse; cases where Child Protective Services
personnel were notified); felony investigations involving *significant travel outside the City*; missing persons; and other serious cases requiring intensive, specialized, or confidential investigations.

a. Cases involving narcotics and vice operations will normally be handled by Vice/Narcotics.

b. Felony hit and run cases and hit and run cases that will take the investigating officer more than one mile outside the City will be handled by Patrol. normally be assigned to the Traffic Unit.

c. Other cases will be assigned to the appropriate unit for follow-up, depending upon the circumstances of the individual case.

2. A supplemental report must be prepared by each officer who works on the case, but not necessarily for each occasion it is worked on. The unit commanders will maintain a file to ascertain that supplemental reports are submitted as required.

3. Upon the arrival of the assigned specialized investigator, the patrol officer will relinquish responsibility for the investigation unless otherwise instructed by the scene commander. The assigned patrol officer will be required to obtain adequate information to properly complete an original report, and will be responsible for the completion of the original APD-7.

4. On major offenses, supervisors will ensure that each officer who responds submits a supplement detailing what that officer saw and heard as it pertains to the offense.

D. Follow-up investigations of *Patrol cases* where a felony warrant has been issued and the suspect is in another jurisdiction not within the Commonwealth of Virginia will be assigned to the *Special Response Unit*. The assigned officer will complete the following process.

1. Notify the Commonwealth's Attorney (during normal business hours) of the charge and jurisdiction in which the suspect is believed to be located and obtain extradition authorization using a Notice of Extradition (APD-51), which should then be attached to the original warrant.

2. Notify the affected jurisdiction by Teletype, explaining the charges, and identifying the Commonwealth's Attorney who has authorized extradition.

3. If the out-of-state jurisdiction holding a suspect requests a certified copy of our warrant, the detective handling the case will ensure that a Warrant Certification (APD-70) is completed, attached to the certified copy of the warrant and sent to the arresting jurisdiction. The original warrant will be filed in Information Services until executed.

E. *Follow-up investigation of cases assigned to CIS where a felony warrant has been issued and the suspect is in another jurisdiction, not within the Commonwealth of Virginia, will remain with the assigned detective, who will complete 10.10.9.D, 1-3 above.*
By Authority Of:

David P. Baker
Chief of Police