

## 403 Follow-up Investigations

### 403.3 CASE ASSIGNMENT AND RESPONSIBILITY

Generally, follow-up investigations shall be the responsibility of the Investigative Unit assigned to the case. Report routing to an Investigative Unit is an automated process that is controlled by the title code(s) used. Unit ownership of a title code is programmed into the current reporting system and updated as needed.

- (a) With supervisor approval, first responders should conduct limited follow-up investigations when there is a reasonable chance of apprehending the suspect, a need for obtaining additional information for the preliminary investigation report, or when there are other compelling circumstances.
- (b) Once a report is routed to an Investigative Unit, the supervisor or designee of that Unit will assign each case to appropriate employee. The assigned employee will be responsible and accountable for any additional investigation. When assigning cases, a supervisor or designee should:
  1. Take into account the level of expertise, specialized skill, knowledge and abilities of the employee.
  2. Provide direction and guidance to employees by periodically reviewing their supplements and affidavits.
  3. Record and maintain the following information to ensure a timely and complete investigation:
    - (a) Incident number.
    - (b) Personnel assigned.
    - (c) Date assigned.
    - (d) Clearance type.
    - (e) Date cleared.
- (c) With approval of a Corporal's direct Supervisor, a Corporal may voluntarily request assignment from an Investigative Unit Supervisor as the lead investigator to a misdemeanor criminal offense.
  1. The Corporal is responsible and accountable for any follow-up investigation as outlined in this order.
  2. The Investigative Unit Supervisor is responsible for a Corporal's investigative work on any case the Supervisor has assigned. This includes ensuring the Corporal obtains the necessary investigative training to investigate assigned cases and that the Corporal follows the provisions of this and other applicable orders.
- ~~(e)~~(d) When assigned to a case for follow-up investigation, investigators shall proceed with due diligence in evaluating and preparing the case for appropriate clearance or presentation to court personnel for the filing of criminal charges.
- ~~(d)~~(e) Employees will not participate in an unassigned investigation, regardless of the source, which is unusual, protracted, or not in the normal course of their duties without the express, written approval of their chain-of-command.
- ~~(e)~~(f) Investigators are responsible for the NIBRS data accuracy of their cases within the Versadex Records Management System. Every change made within any case requires an IBR Check to be run insuring that no errors have been created. If NIBRS errors are found when the case is processed at the end of the month the lead investigator will be contacted to correct the errors.