

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Follow-up Investigations		CHAPTER/SECTION NO.: 29.9, 29.10	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 42.2.3			

29.9 Policy

- 29.9.1 Where preliminary investigations fail to satisfactorily complete the case, follow-up investigations may be required. In addition to conducting preliminary procedures as enumerated in 29.7, other investigative methods may be employed. These methods may include the following:
- A. Reviewing and analyzing reports prepared in the preliminary phase.
 - B. Conducting interviews and interrogations which further the investigative process.
 - C. Reviewing office records which provide supportive background information.
 - D. Consulting outside agency resources - civilian experts, telephone company, etc.
 - E. Reviewing results from laboratory examinations.
 - F. Dissemination of information to outside agencies as appropriate and legal.
 - G. Planning, organizing, and conducting searches or recovery of items pertinent to the investigation.
 - H. Preparing cases for filing with the Weber County Attorneys Office.

- I. Assisting the prosecution, i.e., acting as liaison to witnesses and others associated with court proceedings.
- J. Identifying and apprehending suspects not otherwise indicated in preliminary report.
- K. Collecting physical evidence.
- L. Associating suspects with unreported/previously reported crimes, and initiating the investigative process thereafter.
- M. Conducting criminal history research through manual and automated files.

29.9.2 "Second Contact" During Investigations

- A. Cases which require follow-up investigation will include second contact with victims and witnesses in the investigative process. Second contact should occur within a reasonable amount of time following the initial report, based on circumstances of the investigation.

29.9.3 General Guideline for Follow-Up Investigations

- A. Generally, the patrol deputy who initiates the report will proceed with the follow-up investigation until the case is suspended or cleared.
- B. The following cases will normally be referred to the investigations section or COPS unit for follow-up:
 - 1. The crime is a felony.
 - 2. There is a series of misdemeanor cases with a similar modus operandi.
 - 3. The investigation requires lengthy follow-up or special procedures such as physical or photo line-ups.
 - 4. The offense is one of the following: runaway or missing person, narcotics or dangerous drugs violation, sex offense,

or child abuse.

29.10 **Procedure**

- B. The following steps are listed as general guidelines to be considered in follow-up investigations:
1. Review and analyze all reports prepared in the preliminary investigation phase.
 2. Review departmental records for similar cases or other cases involving the same victims and/or suspects.
 3. Check criminal histories on all parties involved.
 4. Seek additional information from other deputies by addressing memoranda to the patrol section.
 5. Send teletypes to other agencies with a request for information on possible suspects or similar cases.
 6. Check with the crime analysis unit for any connection to other cases.
 7. Arrange for dissemination of information, such as a memorandum to be placed in the briefing room.
 8. Analyze the potential of any physical evidence collected and prepare the necessary laboratory requests and cover letters.
 9. Personally examine the crime scene.
 10. Conduct additional interviews and interrogations.
 11. Plan, organize, and conduct any necessary searches.
 12. Contact informants who may have or may be able to develop information regarding

the case.

13. Consult with your immediate supervisor for additional guidance.
14. Consider the value of a news media release.
15. Contact the victim of the crime for additional information and keep the victim advised of the case status.
16. Review the results of the laboratory examination.
17. Identify and arrest suspects.
18. Make appropriate requests for arrest warrant.
19. Consider if a search warrant is appropriate.
20. Prepare cases for court presentation.
21. Assist the County Attorney's office with the prosecution of the case.