


# PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	<b>SUBJECT:</b>	<b>POLICY NUMBER</b> 210
	<b>PATROL RESPONSE TO CRIMINAL INVESTIGATIONS</b>	<b>ISSUE DATE</b> 02/19/2008
	<b>CHAPTER: PATROL</b>	<b>EFFECTIVE DATE</b> 02/19/2008
	<b>ISSUED By:</b> Chief of Police John E. Howell	<b>TOTAL PAGES</b> 2

## I. POLICY

All members of this department must clearly understand their responsibilities for the conduct of preliminary and follow-up criminal investigations and of complaints of major infractions of the law.

## II. PROCEDURES

### A. PRELIMINARY INVESTIGATION

1. The preliminary investigation begins when the first law enforcement unit arrives at the scene of a crime, or telephonic information is taken by an officer concerning a crime, and continues until postponement of the investigation or the transfer of responsibility will not jeopardize the successful completion of the investigation.
  
2. The following officer responsibilities are part of the preliminary investigation and will vary according to the type and crime being investigated.
  - a) Provide aid to the injured
  - b) Protect the crime scene to insure evidence is not lost or contaminated
  - c) Determine if an offense has actually been committed, and if so, the exact nature of the offense.
  - d) Determine the identity of the suspect or suspects, and effect an arrest if it can be accomplished either at the scene or through immediate pursuit.
  - e) Furnish other field units descriptions, method and direction of flight of suspects, and other relevant information concerning wanted suspect or suspects or vehicles.
  - f) Obtain complete identification of all witnesses.
  - g) Determine what information is known by the victim and each witness.
  - h) Determine in detail the exact circumstances of the offense.
  - i) Arrange for the collection of evidence.

3. The initial stages of all preliminary investigations, including initial crime scene security and processing, will be conducted by Patrol Officers. In certain serious crimes as defined in Paragraph b (1), a detective will be called, will respond, and will assume responsibility for completion of investigation.
4. As soon as the preliminary investigation is concluded by a Patrol Officer, the initial field report should be completed including all information obtained at the scene of the offense.
5. It shall be the responsibility of the supervisor to ensure that an adequate and complete preliminary investigation has been made.
6. A list will be made of names and times of everyone entering and leaving the crime scene.

**B. SERIOUS CRIMES - CRIMINAL INVESTIGATOR RESPONSE:**

1. The following offenses are of a nature requiring the immediate assignment of a detective to assume responsibility for the completion of the preliminary investigation and to begin the follow-up investigation:
  - a) Death of a violent or suspicious nature
  - b) Rapes or suspected rapes
  - c) Assaults, serious injury or death to the victim
  - d) Armed robberies of commercial institutions
  - e) Burglaries where there is excessive or unusual loss (high dollar value, negotiables, cash, jewelry, silver, etc.)
  - f) Any major disaster (where detectives can assist in identification of victims)
  - g) Hostage situations
  - h) Kidnappings, extortion
  - i) Bombings
2. A detective will be available 24-hours a day and will be contacted and will conduct the investigation of offenses listed above.
3. In the event the detective on call is unavailable, the detective division commander will be contacted immediately for further guidance.
4. If requested by the assigned detective, the patrol supervisor will direct available patrol personnel to assist with protection of crime scene, traffic, crowd control, witness canvass, etc.