



WRITTEN DIRECTIVE	No. FO16-0901	Page: 1 of 4
Subject: ASSIGNMENT OF FOLLOW-UP INVESTIGATIONS	Effective Date:	01-13-16
	Supersedes/ Amends:	FO13-0901
	Reference:	



I. Purpose

The purpose of this directive is to establish guidelines for assignment and monitoring of follow-up investigations assigned to the Field Operations Bureau.

II. Policy

It shall be the policy of the Field Operations Bureau to conduct assigned follow-up investigations in a thorough and timely manner.

III. Procedure

A. GENERAL

1. Follow-up investigations will be conducted within the guidelines set forth in PD-0902: *Criminal and Special Purpose Investigations*.
2. The Field Operations Bureau will be responsible for follow-up investigation of misdemeanors and felonies that:
 - a. have sufficient solvability factors, and
 - b. are not assigned to the Investigations and Administration Bureau.
 - 1) PD-0902: *Criminal and Special Purpose Investigations* defines those investigations normally assigned to the Investigations and Administration Bureau.
 - 2) Those investigations forwarded to the Investigations and Administration Bureau and not assigned will be returned to the divisional shift supervisors for appropriate follow-up investigation.

B. FOLLOW-UP INVESTIGATION CASE ASSIGNMENT

1. Division shift supervisors will be responsible for assignment and management of follow-up investigations by officers in their divisions.
2. The supervisor will:
 - a. Review reports to verify the presence of one or more solvability factors, including, but not limited to:

- 1) presence of witnesses,
 - 2) suspect description or identification,
 - 3) suspect address or location,
 - 4) suspect vehicle identification,
 - 5) significant *modus operandi*,
 - 6) significant physical evidence,
 - 7) reason to believe that the crime would stimulate sufficient public interest or public assistance which would eventually lead to suspect identification,
 - 8) limited opportunity for anyone except the suspect(s) to have committed the crime, or
 - 9) other factors, such as the victim or complainant's willingness to assist in the prosecution of the case.
- b. If follow-up is required, the supervisor may make the assignment in the RMS Case Management System and assign the case to:
- 1) the officer who conducted the preliminary investigation or,
 - 2) another divisional officer as deemed appropriate by the supervisor.
- c. Coordinate additional resources necessary for follow-up investigation, to include:
- 1) sufficient staffing and equipment, and
 - 2) coordination with:
 - a) other departmental units,
 - b) other agencies, and
 - c) the Office of the Commonwealth's Attorney.

C. FOLLOW-UP CASE MANAGEMENT

1. The supervisor assigning a follow-up investigation will:
 - a. Advise the assigned officer of time frames for:

- 1) submission of required follow-up reports (normally within ten working days of the assigned case), and
 - 2) any required progress reports.
- b. Manage and control resources used through:
- 1) Monitoring case status, based upon:
 - a) periodic reapplication of solvability factors,
 - b) recommendations of investigating officers,
 - c) degree-of-seriousness factors,
 - d) availability of investigative resources, and
 - e) past documented experiences of this and other agencies.
 - 2) Assessing investigative options with the assigned officer.
- c. Review follow-up reports for completeness.
- d. Direct the assigned officer to continue follow-up investigation when appropriate.
- e. Ensure that follow-up reports are submitted electronically within established time frames for:
- 1) final filing within the central records system,
 - 2) purging of duplicate documentation, and
 - 3) ensuring that case files are accessible to authorized persons.

42.1.3 E

42.1.4 D

D. FOLLOW-UP INVESTIGATION PROCEDURES

1. Officers assigned follow-up investigations will:
 - a. provide their supervisors with periodic progress reports, and
 - b. submit follow-up reports within set time frames.
2. Follow-up investigation reports will be completed when:
 - a. requested by:
 - 1) the Commonwealth's Attorney, or

- 2) the Report Review Officer.
 - b. deemed appropriate by the officer or his supervisor.
3. Officers will forward follow-up reports as follows:
 - a. The original report will be submitted electronically for filing.
 - b. A copy will be forwarded to the Commonwealth Attorney's Office when appropriate.

E. RE-OPENING INACTIVE "COLD" CASES

1. A "cold case" will be defined as any investigation that is unsolved and is in an inactive status.
2. Divisional shift supervisors will review supplementary reports to determine if solvability factors have been identified that would support re-opening an inactive case.
 - a. Solvability factors will include, but not be limited to, any newly developed information, evidence, witnesses or suspects.
 - b. If the case is to be re-opened, the supervisor will forward copies of the original report and all supplementary reports to the officer who conducted the preliminary investigation.
 - c. Depending on the circumstances, the re-opened case may be assigned to another divisional officer if deemed appropriate by the supervisor.

Original Signed

Major K.T. Swisher, Deputy Chief
Field Operations Bureau

January 13, 2016

Date