
	Florida State University Police Department	
Investigations		
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Policy

Investigations Policy

It will be the policy of the Florida State University Police Department (FSU PD) to conduct effective, thorough, complete, and professional investigations regarding criminal cases. FSU PD officers shall comply with Constitutional law, federal laws, state statutes, and Departmental policies when conducting criminal investigations.

Procedure

A. Preliminary Investigations

Investigating Officer Responsibilities. Investigating officers responding to the scene will observe or hear the conditions, events, and remarks. This shall include, but not be limited to: the following.

1. Officers who are dispatched to incidents will respond immediately, but cautiously, to the scene being alert for suspects and/or suspect vehicles.
2. Upon arrival at the scene, officers shall make a visual observation of the crime scene and take necessary steps to make the scene safe and secured. They shall provide aid, summon medical/ fire/ other assistance, and secure the scene to protect physical.
3. Transmit, to other FSUPD officers and/or other agencies, suspect(s) description, direction of travel, and other pertinent information that may aid in the immediate apprehension of the suspect.
4. Locate and interview complainant(s), victim(s), and witnesses to the offense; or other persons who may provide pertinent information related to the incident under investigation.
5. Arrange for the documenting, collection, packaging and storage of evidence.
6. Identify and interview the suspect, if possible. The investigating officer shall ensure that the restrictions and requirements of the following are adhered to when interviewing/interrogating a suspect.
7. Make a lawful arrest of the perpetrator(s) of the crime, if probable cause exists.

8. Fully and accurately complete all pertinent reports related to the preliminary investigation.

B. Supervisor Responsibility

Shift Supervisors will respond to the scene and if the incident warrants notify the chain-of-command by making contact with the Lieutenant for Uniform Operations.

1. Incidents that involve Police Department members as the victim or suspect. If a member is the victim of a crime, notification of the Captain for Uniform Operations may take place the as soon as possible. Theft of Department property shall be reported immediately. If an FSU PD officer is a suspect in a criminal offense, the Chief shall be notified.
2. Report Review: The Shift Supervisor will be responsible for reviewing reports to ensure that the incident is properly documented as outlined in General Order, titled, "Field Report Procedure".
3. Incidents requiring that an Investigator be advised and consulted to assist the patrol division (for incidents that occur outside of normal business hours, the Support Services Captain shall be notified). The Shift Supervisor and the Support Services Captain will confer to determine if it is necessary for an Investigator to respond to the scene.

C. Responding to Major Crimes/Incidents

Officers responding to major crimes will comply with the pertinent procedures as outlined in this General Order.

1. For incidents that may require an Investigator the commanding officer on scene will contact Support Services Captain.
2. If the investigation of a major crime or critical incident requires a request for the assistance of an outside agency, the commanding officer on scene will consult with the Support Services Captain or designee, who will determine what assistance, is needed and which agency will be contacted.

D. Follow-Up Investigations

Assignment of follow-up investigations shall comprise the following:

1. Review of reports shall be the responsibility of Support Services Captain or designee.
 - a. The original report and supplements should be available for review by the next working day.
 - b. If, upon review, the preliminary investigation is complete, follow-up by a patrol officer is neither practical nor feasible, and the case meets the requirements for transfer to Investigations, the pending report will be assigned to an Investigator.
 - c. If, upon review, the preliminary investigation is incomplete and/or additional investigation by a patrol officer is necessary, the Lieutenant for Uniform Operations will return the report to the appropriate Supervisor for assignment.

- d. If the case does not meet the requirements for transfer to Investigations and further investigation is impractical or is not likely to be advantageous, the report will be forwarded to the Records Division for filing as a closed case.

E. Conducting Follow-up Investigations

Officers assigned to follow-up investigations shall:

1. Review and analyze all reports prepared in the preliminary investigation.
2. Determine if any leads or suspects exist.
3. Seek additional information from and conduct additional interviews with the originating officer(s), informants, complainants, victims, witnesses and neighborhood interviews [CFA 15.04 B].
4. Obtain taped statements from victims, witnesses, and suspects, if appropriate. (Investigating officers shall follow proper procedures when interviewing juveniles, as outlined in general orders dealing with juveniles.)
5. Disseminate available information relative to crimes and suspect(s) throughout the department and to other concerned agencies in the form of written alerts and/or FCIC/NCIC alerts.
6. Plan, organize and conduct a search for witnesses, additional evidence, victims, or suspects, if necessary [CFA 15.04 C].
7. Use surveillance to identify and/or apprehend a suspect or gain additional information, if necessary/appropriate [CFA 15.04 D].
8. Access and review department records such as incident reports, field interview reports, and photographs/videos to develop and/or identify suspects.
9. Check external resources such as local utility companies, the Driver's License Bureau, vehicle registration, criminal history files, probation and parole, other law enforcement agencies. [15.04 A].
10. Collect any additional physical evidence discovered and review any physical evidence already in custody.
11. Prepare for court by reviewing all evidence, reports and other pertinent documents, statements, and conferring with Office of the State Attorney [CFA 15.04 G].

F. Dealing with Suspects

1. When a suspect (juvenile or adult) is identified, the investigating officer will follow the requirements outlined in General Order, titled, "Interviews and Interrogations".
2. Attempt to secure a written or taped statement from the suspect. Identify any co-defendants and treat each suspect as outlined in this general order.

3. Determine if the suspect was involved in other crimes in this or another jurisdiction [CFA 15.04 E]. Notify the law enforcement agency if a suspect admits to or may be involved in crimes in their jurisdiction.
4. Check for criminal history of the suspect, using FCIC/NCIC criminal history files and any other potential sources of information [CFA 15.04 F].
5. The investigating officer should determine if the suspect/defendant has worth as a confidential informant. If so, the established procedures relating to confidential informants will be followed.

G. Report Requirements

All reports will follow the requirements outlined in General Order, titled, "Field Reporting Procedure".

Glossary

Preliminary Investigation – The initial stage of any investigation.

Follow-up Investigation - A follow-up investigation is a more in-depth investigation of a criminal offense, the solvability of the crime, FSU PD policy, and availability of personnel and other resources dictate the protocols for necessitating a follow-up investigation.

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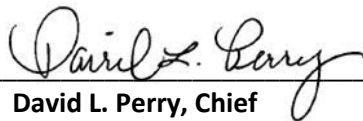
Follow-Up Investigations
Investigations
Preliminary Investigations

Attachments None

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Approved: _____


David L. Perry, Chief

Date: _____

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