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			Distribution: All
Title: CRIMINAL INVESTIGATIONS		Section: Investigations	
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Review: Annual	Authority: Chief Michael A. Keller 		

## I. Purpose

The purpose of this General Order is to provide officers with general guidelines for conducting preliminary, follow-up, and cold case investigations.

## II. Policy

It is the policy of the Andover Police Department to conduct preliminary, follow-up and cold case investigations in a consistent and professional manner.

## III. Definitions

- A. **Criminal Investigation:** The collection of facts and information intended to identify an offender and to organize facts and information in a way that presents evidence sufficient for criminal charges.
- B. **Preliminary Investigation:** The preliminary crime scene investigation and recording of information. It is generally the responsibility of first responding uniformed patrol officers, although in some instances investigative personnel may be assigned to or included in this function.
- C. **Cold Case:** A case involving a felony crime against a person that has been previously closed due to lack of evidence, leads, witnesses, or other common means of solvability. Generally, several years will have passed following closure of the case to qualify it as "cold." Cold cases are usually classified as "Suspended" in the Department's case management system (42.2.9a).

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## IV. Regulations

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## V. Procedures

### A. Preliminary Investigation

1. The purpose of the preliminary investigation is to establish probable cause, identify suspects, gather information for further investigation, collect evidence, interview and collect statements from all parties involved, and preserve the crime scene. A well conducted preliminary investigation may bring the case to a satisfactory conclusion, thus eliminating the need for extensive follow-up

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investigation. For this reason officers should ascertain and record all available facts of the incident.

2. A Patrol Officer is normally responsible for the preliminary investigation of reported crimes. The following actions should be taken in the course of a preliminary investigation in the order and to the degree deemed appropriate:
  - a. Provide aid to the injured;
  - b. Transmit relevant information to Communications such as, descriptions, method and direction of flight concerning suspects for other patrol units.
  - c. Observe all conditions, events and remarks. Determine in detail the exact circumstances of the offense and record, with accuracy and completeness, all pertinent information on the prescribed report forms (42.2.1a).
  - d. Locate, identify and separate witnesses. Determine the relevant information that is known by all victims and witnesses and obtain written statements from victims, witnesses, and if legally possible, from the suspect. Every effort should be made to identify potential witnesses, including conducting a neighborhood canvass (APD FORM 14 – Neighborhood Canvass Form) (42.2.1b).
  - e. Maintain and protect the crime scene. Access to the scene should be limited to those individuals who must enter to continue the investigation or to provide medical treatment if needed. Officers should record by name and title anyone who enters the crime scene and the time they entered and exited (APD FORM 27 – Crime Scene Entry Log) (42.2.1c).
  - f. Arrange for the collection of evidence. Patrol officers assigned to an incident are responsible to process the scene unless it is determined that the nature of the investigation requires skills or equipment they do not possess (42.2.1c).
  - g. Interview and interrogate the suspect(s), if appropriate. Determine the identity of the suspect(s) and make an arrest or detention if it can be accomplished legally (42.2.1d).
3. Detectives may conduct preliminary investigations as detailed above and file initial reports for incidents that require specialized skills or knowledge of the situation. Examples of such situations may include narcotics investigations, certain financial or technological crimes, and incidents involving children under the age of 14 that are victims of physical or sexual abuse.

## **B. Follow-Up Investigations**

Officers or Detectives conducting follow-up investigations should complete the following activities in the order or degree deemed appropriate:

1. Review and analyze department records, all reports prepared in the preliminary phase, and results of laboratory examinations, if available (42.2.2a).
2. Conduct additional interviews of victims and witnesses, and interrogations of suspects as appropriate (42.2.2b).

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3. Seek contact with:
  - a. The officer who conducted the preliminary investigation, if different (42.2.2c).
  - b. Other Patrol Officers, Detectives, informants and other available sources.
  - c. Other law enforcement agencies and known associates of the suspect.
  - d. Persons living and working in close proximity to the crime scene through the performance of a neighborhood canvass.
4. Plan, organize and conduct searches in order to identify and collect physical evidence as available (42.2.2d).
  - a. Revisit the crime scene, if appropriate, to ensure all elements of the crime were discovered and all evidence was found.
  - b. Recover stolen property; check pawn shops, salvage yards, resale stores and other places where stolen property may be sold, if appropriate.
  - c. Evaluate all evidence available and forward to the laboratory or testing facility all evidence that requires analysis.
5. Identify and apprehend suspects or seek warrants if suspects are not readily available (42.2.2e).
6. Determine the involvement of suspects in other crimes (42.2.2f).
  - a. Arrange for the dissemination of information relating to the crime. Dissemination may be accomplished through attempt to locate messages, alert bulletins, or direct contact with personnel at patrol briefings.
7. Conduct criminal history checks of suspects in order to (42.2.2g):
  - a. Establish prior criminal activity and determine if active warrants exist for the suspect;
  - b. Assist in the verification of a victim or witnesses' credibility.
8. Prepare cases for submission to the appropriate prosecutor and ultimately, presentation to the court (42.2.2h).

### **C. Agency Forms**

Some investigations require additional preliminary and follow-up activities. Those procedures can be found in General Orders applicable to those crimes. Additionally, the department will make available, as deemed appropriate, checklists to aid in criminal investigations (42.2.3).

### **D. Cold Cases**

1. Cold cases may be reactivated and assigned a new priority when one or both of the following occurs (42.2.9b):
  - a. Credible information comes to the attention of the department from any source. Such information is usually unsolicited and unexpected and often provided by anonymous tipsters or previously silent witnesses for a variety of reasons.



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- b. A review of a cold case reveals previously unremarkable information such as that disclosed by technological innovations (i.e. DNA analysis). Reviews of cold cases will occur when prompted by technological advancements or as directed by the Commander of the Investigations Section.
2. When a cold case is reactivated and assigned a new case priority, all investigative activities in conjunction with that case will be recorded in accordance with current case investigation guidelines (42.2.9c).