

	Winchester City Sheriff's Office Manual of General Orders Operations 314	Effective Date: May 1, 2014 Accreditation Standards: OPR .02.01 OPR .02.05 OPR .02.02 OPR .02.03 OPR .02.04
		Original Policy: May 1, 2014 Last Review Date: July 1, 2018 Next Review Date: July 1, 2021
Subject: Investigations		By Authority of: <hr/> Les R Taylor, Sheriff

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
05-28-15	III I	A. Changed "All incident records will be maintained electronically in the SEAGUS records management system. This system provides the status of the cases, how long the case has been active, how the case was closed (inactive arrest, etc.), and all of the information on the victim, witness, suspect, arrestee, and property. Deputies/Investigators will maintain the physical file on their assigned cases and limit accessibility to the file to sworn personnel" to "All incident records will be maintained by the Major in document form. These documents will be locked/stored in the Major's office. These documents will provides the status of the cases, how long the case has been active, how the case was closed (inactive arrest, etc.), and all of the information on the victim, witness, suspect, arrestee, and property. Deputies/Investigators will maintain a physical file on their assigned cases and limit accessibility to the file to sworn personnel."	EAS	LRT
10-07-15	III A	Added Section A, "A. All vice, drug and organized crime reports taken by any deputy of the Winchester City Sheriff's Office will be placed into an IBR and turned over to the Northwest Regional Drug Task Force Team Leader for investigation."	EAS	LRT
09-02-16	III B 11	Added # 11	EAS	LRT
10-20-16	V	Removed Section V	EAS	LRT
07-01-18	III I	Changed, "I. All incident records will be maintained by the Major in document form. These documents will be locked/stored in the Major's office. These Document will provides the status of the	EAS	LRT

		<p>cases, how long the case has been active, how the case was closed (inactive arrest, etc.), and all of the information on the victim, witness, suspect, arrestee, and property. Deputies/Investigators will maintain a physical file on their assigned cases and limit accessibility to the file to sworn personnel.” To “I. All incident records will be maintained by Sheriff’s Office Records Management System, (RMS). These records can only be accessed by personnel given authority and login information by the Sheriff or Chief Deputy. These Records will provides the status of the cases, how long the case has been active, how the case was closed (inactive arrest, etc.), and all of the information on the victim, witness, suspect, arrestee, and property. Deputies/Investigators will maintain a physical file on their assigned cases and limit accessibility to the file to sworn personnel.”</p>		
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I. PURPOSE

The purpose of this policy is to establish guidelines for the general conduct of preliminary and follow-up investigations.

II. POLICY

An investigation is conducted to collect facts/evidence leading to the identification, arrest, and conviction of an offender; and to organize and present the facts for a successful prosecution. It is the policy of the Winchester City Sheriff’s Office to conduct a skillful thorough investigation on every crime reported to the Sheriff’s Office.

III. PROCEDURE -PRELIMINARY INVESTIGATIONS

A. General

The preliminary investigation begins when the first deputy arrives at the scene of an incident or responds to a citizen’s requests for assistance via the telephone. The investigation will continue until there is a resolution of the case. The preliminary investigation may be temporarily delayed until requested assistance arrives at the scene.

B. A preliminary investigation consists of, but is not limited to, the following activities:

1. Secure the scene to make it safe.
2. Provide medical aid to any injured people.
3. Protect the crime scene to ensure evidence is not lost or contaminated.
4. Locate the victim and determine if an offense has actually been committed, and if so, the exact nature of the offense.

5. Determine the identity of the suspect or suspects. If there is probable cause, arrest any suspects and secure any weapons
6. Provide responding units with descriptions, method, and direction of the fleeing suspect(s) or vehicle(s).
7. Identify all witnesses.
8. Collect any evidence or preserve the evidence until it is collected.
9. Obtain statements from victim, witnesses, and from the suspects.
10. Complete an incident report and turn it into his/her immediate supervisor.
11. Documenting pertinent conditions, events, and statements.

C. Supervisory Responsibilities

The deputy's immediate supervisor will review the preliminary investigation report. This review will ensure all essential information is included in the preliminary report. They will also review for legibility, clarity, and completeness. The reviewing supervisor will initial each preliminary report.

III. PROCEDURES - FOLLOW-UP INVESTIGATIONS

A. All vice, drug and organized crime reports taken by any deputy of the Winchester City Sheriff's Office will be placed into an IBR and turned over to the Northwest Regional Drug Task Force Team Leader for investigation.

B. Follow-up investigation

The reporting deputy will conduct the preliminary investigation and be the case coordinator. Whenever a serious crime is reported, the supervisor may contact the City of Winchester Police Department to request advice or assistance with the preliminary investigation. Anytime a deputy is assigned to be the case coordinator for follow-up investigation, they will be responsible for the following:

1. Conducting additional interviews/interrogations of witnesses and suspect(s).
2. Collecting/submitting to the lab any additional physical evidence.
3. Identifying and charging suspect(s).
4. Conducting in-person/photographic line-ups.
5. Preparing and maintaining a case file, if necessary.

C. Follow-up/Suspension of cases

The Major will review the preliminary report and decide if follow-up investigation is required for the incident. The recommendation for follow-up on the incident shall be based on the following:

1. Witnesses that have not been interviewed.
2. Ability to identify, locate, and interrogate a suspect(s).
3. Obtaining and reviewing video of the incident.
4. Obtaining and reviewing pertinent records relating to the incident.
5. Information about a suspect vehicle.
6. Information about traceable property.
7. Collaborating modus operandi from other incidents.
8. Information from the forensic lab regarding submitted evidence.
9. Receiving information through informants or tips.

If after reviewing the preliminary report none of the above can be determined or do not exist, then the investigation may be suspended and the case closed as inactive.

- D. Normally deputies are given thirty (30) days to provide follow-up investigation on a case. At the end of the thirty days the case is reviewed again and additional time is given to continue the follow-up investigation or the case may be closed if all leads are exhausted.
- E. Normally investigators are given sixty (60) days to provide follow-up investigation on a case. At the end of the sixty days the case is reviewed again and additional time is given to continue the follow-up investigation or the case may be closed if all leads are exhausted.
- F. The deputy initially assigned the follow-up of the incident will be the case coordinator. They will maintain the case file and ensure that supplemental reports are submitted as required.
- G. Supervisors shall ensure that each deputy who responds to an incident submits a supplemental report detailing what that deputy observed, heard, or did as it pertains to the offense.
- H. Supervisors shall do a monthly case review with deputies/investigators to review the status of open cases.
- I. All incident records will be maintained by Sheriff's Office Records Management System, (RMS). These records can only be accessed by personnel given authority and login information by the Sheriff or Chief Deputy. These Records will provides the status of the cases, how long the case has been active, how the case was closed (inactive arrest, etc.), and all of the information on the victim, witness, suspect, arrestee, and property. Deputies/Investigators will maintain a physical file on their assigned cases and limit accessibility to the file to sworn personnel.
- J. Deputies shall maintain a case file on cases they are assigned. These case files may be appropriately labeled with the name of victim and the date of the incident. The file may contain a copy of the original incident report, any supplementary reports, statements, photographs, and anything else the investigator/deputy deems pertinent.

IV. CASE CLOSURE

- A. When the investigation has been completed or all leads are exhausted, the deputy shall request the cased be closed one of the following ways:
 - 1. Cleared - an arrest has been made in this case.
 - 2. Exceptional Clearance - the identity and address or exact location of the suspect is known and sufficient evidence to charge exists, however, due to some reason outside the control of the deputy or investigator, no arrest will be made. Examples are: the complainant will not prosecute; Commonwealth's Attorney will not prosecute; suspect has expired; suspect arrested by another jurisdiction and Winchester City will not place charges.
 - 3. False Report - the reporting party lied in order to mislead the Sheriff's Office concerning the incident. Do not confuse unfounded and false report. It is a violation of the law to deliberately make a false report. An unfounded report is usually made in the belief that the offense actually occurred, but, in fact, it did not.

4. Inactive - all leads have been exhausted. No further investigation is possible or practical until new leads develop.
5. Unfounded - the offense did not really occur in the first place, although at the time of the original report, it was believed to have occurred.
6. Civil-a criminal offense did not occur, but the incident may be concluded civilly.

