

**TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL**

<i>Effective Date</i> <b>February 1, 2008</b>		<i>Amended Date</i>		<i>Directive</i> <b>7.10.1</b>	
<i>Subject</i> <b>Follow up Investigations</b>					
<i>Reference</i>					
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i> <b>7.10.1 Follow up Investigations</b>		<i>Review Date</i> <b>October 16, 2019</b>	
				<i>Pages</i> <b>3</b>	

**This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.**

**SECTION 1 PURPOSE**

The purpose of this policy is to provide guidance to all personnel regarding follow-up investigations.

**SECTION 2 POLICY**

The administration of criminal justice consists of the identification, arrest, prosecution, and punishment of law violators. This process relies heavily on the efforts of investigators who conduct criminal investigations and compile the necessary evidence for a successful prosecution of the case. It is the policy of the Department to vigorously seek the ends of justice by conducting thorough investigations, identifying perpetrators, arresting perpetrators, lawfully obtaining all evidence, and cooperating in the prosecution of offenders.

**SECTION 3 PROCEDURES**

- A. All caseloads and assignments shall be logged and monitored through written documentation on the Investigative Services Case Management Log. At least one update entry will be written every thirty (30) days from the assignment date by the assigned investigator or officer on all open cases. This does not include "Inactive" cases. Misdemeanor cases being investigated by personnel in the Operations Services Division require an entry / update at least every 10 days.
- B. Investigative Services Detectives will be assigned to the investigation of cases based on expertise, training, and abilities as determined by their supervisor. Investigations are categorized as:
  - 1. Crimes against persons, or
  - 2. Crimes against property.
- C. Patrol officers in the Operations Services Division will typically be assigned investigations related to all misdemeanor crimes with the exception of Family Violence and Vehicle Burglaries. Those misdemeanor cases assigned to the Operations Services Division will be assigned to patrol personnel in a manner as determined by the Operations Services Division Commander.

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- D. A system of case screening will be used to determine whether or not follow-up investigations will be conducted on a specific case. The following procedure will be used:
1. The Investigative Services Supervisor, or his designee, will review each case to be investigated by a detective and determine if the case is to be actively investigated and when reports are due.
  2. The supervisor should consider the solvability factors associated with the case. The following should be considered when determining solvability:
    - a. witnesses.
    - b. suspect known, described or named.
    - c. suspect identified.
    - d. suspect previously identified.
    - e. vehicle observed, described, or located.
    - f. traceable property stolen or recovered.
    - g. method of operation.
    - h. opportunity.
    - i. significant evidence.
    - j. time lapse.
- E. The case detective or patrol officer will keep the victim of each case assigned to him advised of the status of the case. The victim will be periodically updated.
- F. A Case Status Control System will be maintained in Investigative Services and in the Operations Services Division and the information will include:
1. detective or officer assigned.
  2. date assigned.
  3. case number.
  4. report due date.
  5. the status of the case.
- G. When a detective is not on-duty, the Investigative Services Supervisor shall provide for on-call detectives who are required to respond as needed.
- H. Cases may only be closed by one of the four methods below. With the exception of "Inactive", these are standard Uniform Crime Reporting categories.

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1. UNFOUNDED - This disposition is used when the investigating officer and his supervisor have determined that the complaint and/or crime never occurred, is not substantiated, or the crime occurred in another jurisdiction and the complainant is referred to that other jurisdiction.
  2. SUSPENDED - This disposition is used when the investigating officer and his supervisor have determined that all leads have been exhausted after a thorough investigation. The case remains open but inactive.
  3. EXCEPTIONAL CLEARANCE - This disposition is used when an investigation identifies the offender, establishes enough evidence to support arrest, and establishes the location of the offender, but for some reason outside the control of the Department, no formal charges will be filed. These reasons include:
    - a. The complainant refuses to prosecute and the case cannot continue on its own merit.
    - b. Death of offender.
    - c. Prosecution of charges is handled by another law enforcement agency, or
    - d. Extradition is denied.
  4. CLEARED BY ARREST - This disposition is used when a physical arrest and/or formal charges are filed.
- I. Responsibility
1. All members of the Department shall know and comply with all aspects of this directive.
  2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.