

- A. **PURPOSE.** To outline responsibilities for the preliminary investigation of all incidents responded to by the Grand Rapids Police Department
- B. **RESPONSIBILITY.** It is the responsibility of the assigned patrol unit to conduct preliminary investigations of reported criminal incidents. It is the most important part of the total investigatory effort rendered by this Department.
- C. **GENERAL PROCEDURE**
 - 1. Proceed to the scene promptly and safely.
 - a. In crimes-against-person incidents, there is always the possibility that a person may die if aid is delayed.
 - b. The length of time required for the arrival of the police has a direct relationship to the preservation of evidence at the crime scene, as well as the identification and/or apprehension of the suspect who may still be at the scene.
 - c. An excessive waiting period may affect the availability or the reliability of witnesses.
 - 2. Render assistance to the injured.
 - a. The injured must receive the highest priority, even if it permits the suspect to escape. Protecting and preserving a human life takes precedence over pursuing the suspect.
 - b. If other persons are on scene to tend to the victim, the officer may then pursue the assailant.
 - 3. Affect the arrest of the suspect.
 - a. After determining that a crime has been committed, the officer must attempt to locate and arrest the suspect.
 - b. Assess the need for additional personnel or resources, i.e., K-9's.
 - c. If the perpetrator(s) is suspected of being in the vicinity, containment perimeters shall be coordinated and established to reduce avenues of escape. A systematic search shall then be conducted.

4. Broadcast information regarding the incident.
 - a. If the suspect has fled the scene of the incident, an on-air broadcast (10-63) shall be conducted for all:
 - (1) Homicides
 - (2) Serious assaults
 - (3) CSC's and indecent exposures
 - (4) Home invasions/B&E's
 - (5) Stolen vehicles/recovered stolen vehicles
 - (6) Armed and unarmed robberies
 - (7) Larcenies
 - (8) MDOP's
 - (9) Abductions
 - (10) CCW's and weapons violations
 - (11) Incidents which involve officer safety or threats to officers
 - (12) Incidents which involve safety to innocent civilians, i.e., missing persons, lost children, etc.
 - (13) Whenever a supervisor requests it
 - b. The format for broadcasting a 10-63 shall be:
 - (1) Type of incident, including the general proceeds, if any (but not specifics, i.e., cash amounts, hidden case facts, etc.)
 - (2) Location and time of incident
 - (3) Detailed suspect information
 - (4) Type of weapon, if any

- (5) Direction of flight and full description of method of flight
 - (6) Disposition if located
 - (7) “End 10-63”
 - c. The Communications Bureau shall make MDC notifications to **ALL** patrol units on any of the aforementioned incidents which involve a motor vehicle.
5. Locate, identify, and interview the complainant/victim and all witnesses.
- a. Interview the complainant/victim first. If the victim is transported to the hospital via ambulance for a life-threatening injury, the officer shall ride with them to the hospital unless a supervisor authorizes a deviation from this policy.
 - b. Immediately identify and separate all potential witnesses.
 - c. Ask each witness to point out anyone else who was present at the time of the incident.
 - d. Allow tact, courtesy, and patience to guide your conduct in speaking with reluctant or potentially uncooperative witnesses.
 - e. If there are numerous witnesses, do not spend too much time with one person. It is best to obtain a brief general statement, along with their name, address, telephone numbers, place of employment, and any other contact information including email addresses. Verify this information with the subject’s identification. Accuracy is very important.
 - f. Canvass the neighborhood, documenting addresses contacted or attempted to contact.
 - g. Record the license plate number of vehicles observed leaving the scene of the incident, as well as of vehicles parked near the scene. These vehicles may belong to potential witnesses.

6. Control the crime scene and protect the evidence.
 - a. Except where there is the need to render assistance to the injured or to arrest a suspect, the actual crime scene should not be disturbed until an examination has been made to determine the extent of the crime scene area.
 - b. All unauthorized persons, including police officers not assigned to the case, must be barred from the scene.
 - c. The officer must apply all the safeguards which will enable him or her to maintain the crime scene in its original condition while photographs and sketches are being made and the search for evidence is being conducted. Officers shall utilize barricade tape, patrol units, and posted personnel to secure the crime scene and adjacent areas. Control of adjacent areas is essential; it can always be made smaller.

7. Interrogation of suspect(s).
 - a. Interviews of suspects during the initial investigation can be made if the officer has reason to believe that the suspect wishes to make a statement at that time or the statement is necessary in order to develop probable cause for the arrest. Officers shall attempt to obtain a statement from the suspect on all retail frauds.
 - b. If there is a need to obtain information that may be otherwise lost or required for immediate follow-up action, the officer shall advise the suspect of his or her rights and obtain a signed rights warning card. Once the suspect has requested an attorney, all questioning by the officer must stop. Officers shall document this request in their reports.
 - c. Officers should be alert for “res gestae” statements, i.e., spontaneous statements made not as a result of questioning.
 - d. All statements made by the suspect shall be documented.

8. Note all conditions, events, and remarks.
 - a. The officer must begin to take notes as soon as possible.
 - b. All information pertinent to the case must be recorded, such as:

- (1) Weather conditions
 - (2) The approximate time the crime was discovered
 - (3) The identity of other officers present
 - (4) The results of all interviews
 - (5) License plate numbers
 - (6) The correct identity of complainants/victims, witnesses, and suspects, along with their addresses and phone numbers
 - (7) Spontaneous or chance remarks relevant to the case
 - (8) Data about physical evidence found at the scene
 - (9) A field sketch of the crime scene
9. Arrange for the collection of evidence.
- a. All articles which are or may be of value as evidence must be identified.
 - b. Evidence is those items which may connect a particular person to the crime scene such as fingerprints, DNA, tools, money bags, clothing, and footwear impressions.
 - c. Request a Crime Scene Technician if necessary.
10. Report the incident.
- a. If disposition was not made (i.e., arrest/located) as a result of the on-air broadcast and all the information has been compiled, the officer assigned the original report shall notify the LEIN operator of the information so that it can be put on the Western Michigan Radio Bulletin. If supplemental information is obtained by investigative personnel, it is their responsibility to contact the LEIN operator with that information.
 - b. The results of the investigation and other vital information must be accurately reported on the proper Departmental forms.

- c. All reports must be complete, accurate, and reflect in detail, the results of all efforts that are outlined in this procedure.
- d. Complete answers to the following questions must be clearly stated in all reports regarding criminal incidents that are reported to this Department.

(1) Witnesses:

- (a) Has the complainant been interviewed?
- (b) Has the area been canvassed?
- (c) Have the neighbors been interviewed?
- (d) Was there a witness?
- (e) Has the witness been interviewed?

(2) Suspect:

- (a) Has the suspect been named?
- (b) Can the suspect be identified?
- (c) Can the suspect be described?
- (d) Has the suspect been checked in LEIN ?

(3) Vehicle:

- (a) Was a vehicle involved?
- (b) Can a vehicle be identified?
- (c) Can a vehicle be described?

(4) Crime Scene:

- (a) Was the crime scene searched?
- (b) Was a Crime Scene Technician called to the scene?

- (c) Was evidence present?
- (d) Is the point of entry known?
- (e) Is the method of entry known?
- (f) Is the type of tools used known?
- (g) Is the type of weapon known?
- (h) Are there significant trademarks (M.O.)?
- (i) Can stolen property be uniquely identified (i.e. serial number)?

11. Reporting officers shall follow the outlined procedure, and supervisors will ensure that these steps have been completed.