

TRAINING TASK: PRELIMINARY INVESTIGATION

TASK # 5

Purpose

To learn procedures for primary response to calls for service. To recognize offenses and complaints, and when additional investigation is necessary.

Preceding Task:

None

I. Statute and City Ordinances

- A. ORC 2903 Chapter
- B. ORC 2907 Chapter
- C. ORC 2911 Chapter
- D. ORC 2913 Chapter

II. Policy and Procedure

- A. G.O. 41.2.4 Field Interviews (mini section)
- B. G.O. 42.1.4 Preliminary and Follow Up Investigations Accountability
- C. G.O. 42.2.1 Conducting Preliminary Investigations
- D. G.O. 42.2.2 Conducting Follow Up Investigations
- E. G.O. 42.2.3 Investigative Checklist
- F. G.O. 55 Victim/Witness
- G. G.O. 81.2.14 Incident Report from Complaints received by Mail or Telephone
- H. G.O. 82.2.1 Field Reporting System
- I. G.O. 82.2.2 Incident Reporting/Documentation of Police Action
- J. G.O. 82.2.3 Case Numbering System
- K. Training Bulletin: The Law #10 Spousal Immunity
- L. Training Bulletin: The Law #15 Firearm specifications in Criminal Cases
- M. Training Bulletin: Police Procedure #20 KPRS
- N. Training Bulletin: Forms #5 Gas Drive Off Supplemental Form

III. Operational Procedure

- A. Response to scene: Code I, Code II, or Code III
- B. Contact complainant(s)
 - 1. Identify complainants/victims
 - 2. Back up officers if needed
 - 3. Medical aid if needed
- C. Identify suspect(s)
 - 1. Arrest (if appropriate)
 - 2. FI Card
 - 3. Information to other units if suspect(s) in area: physical description and vehicle description
- D. Secure Scene/Evidence: Support personnel: supervisor, evidence technician, additional crews if needed
- E. Contact Witnesses: Interview: verbal/written statements
- F. Contact neighbors: Statement if appropriate - include name, address, phone number
 - 1. If only contact a few or none write the reason why
 - 2. Appropriate neighbor contacts for the crime you are investigating
- G. Report data
 - 1. Who
 - a. Name--last, first, middle initial
 - b. DOB, social security number
 - c. Complete address and zip code
 - d. Home, work, or other phone number
 - 2. What: Pertinent facts in logical order
 - 3. Where: Location of incident - Venue/jurisdiction
 - 4. When
 - a. Exact date/time if known
 - b. Time frame if not known
 - 5. Why: Motive/reason
 - 6. How: M. O.
 - a. Weapons, tools, etc.
 - b. Unique circumstances
- H. Under unusual circumstances you may take report via mail or telephone
- I. PRELIMINARY
 - P--Proceed safely to the scene
 - R--Render aid to the injured
 - E--Effect the arrest of suspect(s)
 - L--Locate victims, witnesses, and suspects
 - I--Interview victims, witnesses, and suspects and obtain statements
 - M--Maintain control over crime scene
 - I--Interrogate suspect(s)
 - N--Note all circumstances and conditions
 - A--Arrange for collection of evidence

R--Report incident completely

Y--Yield to detectives

- J. Additional investigation--Property Crimes
1. Circumstances crime was discovered
 2. Any suspicious activity prior to time of occurrence
 - a. Threats to victims, gang activity, etc
 3. Point of entry
 4. Detailed description of items taken
 5. Any conditions that facilitated the commission of the crime (remote location, lighting, easy access, etc.)
 6. Exact time or narrow the time as much as possible
 7. Make notes of unique points
 - a. Phone lines cut, rear door forced open, alarm disabled, etc.
 8. Complete neighbor check
 - a. List any suspicious activity in area and pertinent information pertaining to victim and/or property
 - b. Usually more information is obtained when asked about usual routines than more specifically what happened
 - c. Same as Preliminary Investigation
 9. Call evidence crew if needed
 10. Property loss/inventory
 - a. Need a complete list of property taken
 1. Get details, serial numbers, etc.:
If serial number, enter stolen item into NCIC
 2. Any information that does not fit on incident report - put on supplemental (insurance info).
 - b. Can leave witness statement with complainant and have them call KPD when done
 11. On credit cards and bad checks remember to get original signed document by the suspect for evidence, account or credit card numbers and give out the Identity Theft Pamphlet.
 12. Ask complainant for e-mail address and list on supplemental report
- K. Disorderly Conduct 648.04
1. Recognize offense
 - a. Recklessly cause inconvenience, annoyance or alarm to another (not a police officer)
 - b. Voluntarily intoxicated
 1. Cause inconvenience, annoyance or alarm
 2. Create a condition of risk of physical harm to oneself
 3. Kettering Police Department charges under city code
 4. Can arrest subject in own house -
Example--highly intoxicated and suicidal but refuses to go to hospital
- L. Telephone harassment

1. Complaint meets elements-write down exact words used by suspect
 2. Have complainant log date, time, and exact wording of all incoming calls
 3. Take any tapes of calls on phone answering machines as evidence
- M. Additional investigation--Crimes against persons
1. Observe Emergency Vehicle Operation Training Task
 - a. Be alert for suspect(s) leaving scene
 - b. Look for other suspicious subjects, vehicle, etc.
 2. Survey outside before entering location
 3. Check and see if suspect gone or still on scene
 - a. Check with dispatch
 - b. They can keep complainant on line and get further information safely
 - c. **Wait for back up**
 - d. If suspect still there then barricaded suspect
 1. See Critical Incident Training Task
 4. Suspect gone
 - a. Check for injuries and get necessary medical attention
 - b. Protect scene for evidence
 - c. Call for evidence crew
 - d. Get additional information on suspect and/or vehicle and make broadcast
 5. Serious Felony
 - a. Notify Supervisor to call out detectives
 6. Gather information
 - a. Composite of suspect
 - b. Written statements from victims and witnesses
 - c. Put out teletype to area police departments
 - d. Be specific in getting descriptions
 1. Speech, clothing, hair, type of weapon, etc.
 2. Proper ID such as DOB or SSN, hangouts, etc.
 3. Vehicle type, color, damage, lights not working, etc.
 - e. Be specific about stolen property, serial numbers (enter into NCIC), Bank robbery bait money can have serial numbers entered
 - f. Gather other evidence
 7. A CCH is to be run on all crimes of violence when the suspect is arrested.
- N. Additional Investigation--Crimes against Persons
1. Oral misstatements to police are not crime
 2. Must be in writing to be Falsification or Obstructing Official Business such as:
 - a. False witness statements

- b. Signing wrong name on citation or any jail paperwork
 - 3. Take complaint to Law Department for approval before charge when practical. First must be approved by supervisor before submitting to Law Department.
 - O. Additional investigations--Sex Offenses
 - 1. Observe officer safety procedures while responding and approaching scene
 - a. Wait for back up
 - b. Be alert for suspect(s) leaving scene and waiting vehicles
 - 2. Check for injuries and obtain necessary medical attention
 - a. Be calm and assure victim that she/he is safe at this time
 - 3. Suspect
 - a. Gone from scene get description and broadcast
 - b. On scene detain and apprehend if applicable
 - 4. Scene
 - a. Secure for evidence crew
 - b. If victim injured get photos
 - 5. Notify supervisor if necessary
 - 6. If victim sexually assaulted have victim transported to hospital for medical exam and collection of evidence (photos and sexual assault kit and clothes)
 - a. Can interview at hospital
 - 7. If suspect is located in area, take the complainant/victim to officer's location, in a timely manner, for possible ID

I acknowledge that I received training in the skills and knowledge necessary to perform in the above Training/Task Topics, and I am able to perform at an acceptable level.

Probationary Officer Date

Supervisor Date

FTO Date