



TOWN OF MACEDON POLICE DEPARTMENT

General Order: 403	Effective Date: March 12, 2021
Subject: Investigations	
Reference Standards: 50.1	
Rescinds: N/A	
Page 1 of 4	Attachments: N/A

I. RESPONSIBILITY

- A. It is the responsibility of the Road Patrol to initiate and pursue investigations, apprehend offenders, develop intelligence on criminal activity, cultivate informants, establish and maintain mutually cooperative relationships with other criminal justice agencies, act as a conduit for crime prevention and victim assistance information, locate missing persons, and recovered stolen property.

II. CASE SCREENING

- A. All reports will be reviewed by either the Road Patrol Sergeant or in his/her absence, the Administrative Sergeant. In order to assist in determining whether a follow-up investigation will be made, the Road Patrol Sergeant will screen each case and evaluate the solvability factors.
- B. In addition to the above, the Road Patrol Sergeant may authorize a follow-up investigation despite the absence of sufficient solvability factors. The following guidelines will be used:
 - 1. When public safety is an issue
 - 2. Related incidents
 - 3. Same victim
 - 4. Impact on the Town

5. Seriousness of the crime

- C. The Road Patrol Sergeant will notify the Administrative Sergeant of follow-up investigations of felony crimes and serious misdemeanors requiring further investigation.

III. ASSIGNMENT OF CASES

- A. The originating officer is responsible for follow-up investigations unless assigned otherwise by the Road Patrol or Administrative Sergeant.
- B. The Administrative Sergeant may be assigned to conduct follow-up investigations of felony crimes and serious misdemeanors requiring further investigation.

IV. DOCUMENTATION OF CASE ASSIGNMENTS

- A. When assigning a case for follow up, the Road Patrol Sergeant will:
1. Make an entry on the originating officer's follow up log in the follow up binder indicating the date of the report and the case number.

V. CASE ASSIGNMENT CONTROL

- A. The officer assigned the case will be the primary investigator and is responsible for the development of an investigative plan and all reports and documents related to the case.
- B. The officer assigned to the case is responsible to contact the victim and/or necessary witnesses, at a minimum of every ten (10) working days to provide updates on the follow up investigation.
- C. The officer will conduct a thorough investigation including, but not limited to, the following:
1. Review and analyze all previous reports prepared during the preliminary investigation.
 2. Conduct additional interviews and/or interrogation of victims, witnesses, or suspects.
 3. Review departmental and other such records for possible leads.
 4. Seek additional information from other sources such as other officers or informants.
 5. Determine involvement of suspect(s) in other crimes.
 6. Check suspects' criminal history.

7. Prepare case for court presentation by consulting with the A.D.A., etc.
- D. Each officer will record case progress on a supplemental report in SJS, which will be submitted and reviewed by the Administrative Sergeant.

VI. CASE STATUS, TERMINATION AND COMPLETION

- A. The Administrative Sergeant will monitor case progress for each follow up investigation.
- B. Once the investigating officer has completed the investigation, the entire case file should be submitted to the Administrative Sergeant for review.
- C. Case closure status will be approved by the Administrative Sergeant after a review of the complete investigation and the suggested case closure status made by the investigating officer.
- D. Status Classes
 1. FIELD- Indicates a case is assigned and is actively being investigated.
 2. CLEARED BY- Indicates a case has been satisfactorily concluded by one of the following:
 - a) Arrest Adult
 - b) Arrest Juvenile
 - c) Prosecution Declined
 - d) Death of Offender
 - e) Victim Refused to Cooperate
 - f) Juvenile No Court
 - g) Extradition Denied
 - h) Unfounded
 3. Reports may also be identified as:
 - a) Incident
 - b) Closed by Investigation (CBI)

c) Warrant Advised

- E. When practical, crime victims will be notified as to any change in status in the designation of their case and such will be noted in the report.
- F. Once the case has been closed, the Administrative Sergeant will complete the entry on the officer's follow up log with the date and cleared status.

By Order of the Chief of Police

John P. Colella

John P. Colella (Mar 12, 2021 09:54 EST)

John P. Colella

Chief of Police

Dated this 12th day of March, 2021