



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-60

Effective: 06/29/16 Review Due: 06/29/17 Replaces: 11/18/15

2-60 PRELIMINARY AND FOLLOW UP CRIMINAL INVESTIGATIONS

2-60-1 Policy

It is the Department's policy that unit supervisors responsible for criminal investigations will establish and follow case management procedures to make the most effective use of resources. This policy describes minimum investigative case management procedures.

2-60-2 Definitions

A. Preliminary Investigation

The initial stage of any investigation.

B. Follow-Up Investigation

A follow-up investigation is the continuing and final stages in any investigation unless the investigation was closed as part of the preliminary investigation.

2-60-3 Criminal Investigation Case Management

A. Case File Maintenance

1. Unit supervisors will use the Department's Case Management System for assigning criminal cases for follow-up investigation.
2. Case files will be maintained on all cases in which investigative activities are ongoing. The case files provide an immediate information resource to investigators.
3. The case files will contain a copy of preliminary reports (all originals will be maintained in Central Records), witness/victim statements, results of physical evidence examinations, and other reports and records needed for investigative purposes.
4. These files will be consolidated into the Central Records System when the case is suspended or closed.



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B. Administrative Case Designations

An administrative designation of “open”, “closed pending further leads (suspended)”, or “closed” will be assigned to each case, as appropriate.

1. “Open” means the case is assigned to an officer and investigative efforts are active.
2. “Suspended” means all available leads have been exhausted but the case has not been brought to a conclusion and investigative efforts may resume.
3. “Closed” means the case has been concluded (includes Closed by Exception, Closed by Arrest and Unfounded cases).

C. Investigative Case Status Control

Unit supervisors will use a case status control system for managing cases receiving follow-up investigation. At a minimum, the system will contain the date of the complaint, type of complaint, investigator assigned, date assigned, case number, report due date, and case disposition.

D. Case Screening System

1. Unit supervisors will screen each case individually to determine whether or not the case will be assigned to an investigator for further investigation.
2. The objective of case screening is to apply available personnel to those investigations that have the best chance of being successful.
3. Screening of preliminary investigative information will assist in the decision on whether a follow-up investigation will be made.
 - a. The Case Solvability Matrix will be used by the unit supervisor to assist in determining the decision to assign the case for follow-up.
4. Examples of criteria include the availability of personnel, the degree of seriousness, and other solvability factors such as:
 - a. Is the suspect identified or described in detail?
 - b. Are there any witnesses available?
 - c. Vehicle tag numbers/descriptions?
 - d. Physical evidence available?
 - e. Informant information?



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E. Case Solvability Matrix

APD Case Solvability Matrix

Each solvability factor is assigned a score. Add the scores together to determine if the case should be assigned.

Points	Solvability Factor	Score
10	Suspect Identified	
7	Presence of Significant Evidence (CODIS, AFIS hit)	
5	Identifiable Property Characteristics (serial numbers, marks, etchings, account numbers, etc.)	
4	Identifiable Suspect Vehicle Information (License plate, significant description)	
3	Significant Description of Suspect (First and last name, alias, address, tattoos, videos/photos, etc.)	
2	Belief that crime may be solved with publicity and/or reasonable additional investigative effort	
TOTAL SCORE		

The crimes listed as "Mandatory Assignment," below, will automatically be assigned for follow-up.

Crime Type Classification Priority List	Mandatory Assignment
Homicide	Yes
Aggravated Battery (felony level)	Yes
Criminal Sexual Penetration	Yes
Child Victim	Yes
Robbery	Yes
Kidnapping	Yes
Aggravated Assault	*
False Imprisonment	*
Residential Burglary	*
Auto Theft	*
Commercial Burglary	*
Auto Burglary	*
Other Felony Crimes	*

** Assignment is dependent upon the score determined from the solvability factors, above:*

- 15 or more** – Mandatory Assignment
- 10-14** – May Assign
- 9 or less** – Primary Officer Follow-up

Connect tips, citizen tips or Crime Stoppers Tips will be implemented into the matrix. Incidents of high publicity or significant events may be assigned at the discretion of the area commander or unit supervisor.



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F. Designation of a Case Agent

Once assigned, the investigator receiving the assignment will be considered the case agent, and therefore, will be accountable for the follow-up investigation.

G. Criteria for Suspending Investigations

Unit supervisors will establish criteria for suspending investigations. The criteria may include:

1. Lack of further leads or solvability factors;
2. Unavailability of investigative resources, and/or
3. Severity of the crime committed.

H. On-call list

Each criminal investigative unit will maintain an on-call list of investigators. A copy will be made available to the Communications Division.

2-60-4 Procedures

[7] A. Preliminary Investigations

1. Field Services officers will conduct preliminary investigations on all felony and misdemeanor crimes and any other incidents of a suspicious nature.
2. Field Services officers will determine the exact nature of the call, begin a preliminary investigation, and determine if a specialized unit is needed.
3. Field Services supervisors will be dispatched to the following:
 - a. Fatal and Serious Accidents
 - b. Accidents Involving Police Vehicles
 - c. Pursuits
 - d. Violent Crimes
 - e. Unattended Death
 - f. Suicide
 - g. Serious Injury
 - h. Hostage/Barricaded Subject/Sniper Situations
 - i. Hazardous Materials Incidents
 - j. Use of Force
 - k. Injury to an Officer
 - l. Riots/Civil Disorders or other Major Incidents
 - m. When Requested by an Officer



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4. In the event that a case is assigned to a specialized unit, the primary officer called to the scene will write the initial offense/incident report. The last sentence of the narrative will indicate the officer and/or specialized unit the case was assigned to.
5. Steps to be followed in conducting preliminary investigations that may include but are not limited to:
 - a. Observe all conditions, events, and remarks.
 - b. Locate, identify, and interview witnesses, victims, and suspect(s).
 - c. Protect the crime scene and the evidence.
 - d. Ensure that necessary evidence is collected.
 - e. Effect the arrest of the suspect.
 - f. Report the incident fully and accurately.

B. Follow-Up Investigations

1. Officers will conduct thorough preliminary investigations and forward their findings to the appropriate specialized unit for follow-up investigations.
2. All investigations not requiring follow up by a specialized unit will be the responsibility of the primary officer.
3. The Special Investigations Division Narcotics are responsible for conducting follow up investigations on in-custody felony narcotics cases generated by Field Services officers providing that the following steps are adhered to. If not, Field Services will assume responsibility for follow up investigation and completion.
 - a. The primary Field Services officer will either call out the appropriate detective on call or contact the detective by phone by the end of shift and brief him/her on the case.
 - b. The primary Field Services officer will indicate on the last line of the narrative of the initial offense report, the detective and unit the case was assigned to.
 - c. The primary Field Services officer will submit a copy of the original offense report and all related documents to the assigned detective by the end of shift.
4. The Traffic Section will be responsible for conducting follow up investigations of:
 - a. All Fatal and Serious Injury Accidents.
 - b. Hit and Run accidents involving serious injury or if the offender resided outside of the county.
 - i. All other hit and runs will be investigated by the primary officer.
 - c. Accidents at School Crossings.
 - d. Any other incident at the discretion of the on-call traffic supervisor.



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5. Steps to consider when conducting follow up investigations:
 - a. Review and analyze all previous reports.
 - b. Conduct additional interviews and interrogations, when necessary.
 - c. Review departmental I.D. records.
 - d. Seek additional information from officers, informants, etc.
 - e. Review results from Criminalistics.
 - f. Arrange for dissemination of information as appropriate.
 - g. Plan, organize, and conduct searches.
 - h. Collect physical evidence.
 - i. Identify and apprehend the suspect(s).
 - j. Check criminal histories.
 - k. Determine involvement of suspects in other crimes.
 - l. Prepare cases for court presentations and assist in the prosecutions.
 - m. Notify victims of the status of their case.
6. It is the responsibility of the investigating officer's immediate supervisor to ensure that a proper and thorough investigation is completed.
7. Victims will be notified of the outcome of all cases. It is the responsibility of the lead investigator to ensure the notification is accomplished. Notification can be made by phone call, e-mail, or by letter. Attempts to notify the victim of the outcome will be documented.

C. Use of the U.S. Postal Service for Address Verification

1. Authorization

Utilization of the USPS for address verification can only be conducted with the authorization of the unit supervisor or designee, and will follow current USPS guidelines.

2. Detective/Officers will not:

- a. Approach mail carriers to inquire about addresses.
- b. Ask to see mail, photocopy mail, open mail, hold mail, or delay the delivery of mail.
- c. Ask that information from mail be copied or recorded in any way.

3. Personnel needing to monitor or record mail, or needing information from mail will contact the Postal Inspection Service for information about obtaining mail cover.