

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL:

POLICE

Subject:

CRIMES AGAINST PERSONS (GENERAL)

INTRODUCTION

It is the policy of the City of Barstow to thoroughly investigate all crimes against persons. To accomplish this objective, the Barstow Police Department has developed the following procedure.

PROCEDURE

Upon receipt of a crime report, the investigator should adhere to the following procedure:

1. Reports with no suspects or investigative leads.
 - a. After thoroughly reading and evaluating the report, the investigator should make personal or telephone contact with the victim.
 - b. The case should be discussed completely to determine any factual discrepancies between the victim's statements and the original officer's report.
 - c. Any additional leads obtained from the victim should be followed up within seven (7) days of the offense.
 - d. A supplementary report on case status should be completed within seven (7) days of the offense.
2. Reports with suspects and/or investigative leads
 - a. After thoroughly reading and evaluating the report, the Investigator should attempt to make personal contact with the victim whenever possible. Telephone contact should be made in lieu of personal contact at the discretion of the investigator.
 - b. The case should be thoroughly discussed with the victim to determine any factual discrepancies between the victim's statements and the original officer's report.
 - c. Any additional leads should be followed as soon as possible.
 - d. Handwritten or tape recorded statements should be taken from victims and witnesses as soon as possible, if not obtained by Uniform Division.
 - e. Photographs of injuries and/or damage should be taken, when pertinent, if not obtained by Uniform Division.

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- f. *Photographic or physical line-ups should be conducted to positively identify the suspect(s).*
- g. *Suspect(s) should be personally interviewed. They should be Mirandized prior to questioning and handwritten or taped statements should be taken, if applicable.*
- h. *Any photo line-ups, taped statements, or physical evidence obtained by the investigator should be retained through proper evidence procedures for use in court.*
- i. *All supplementary reports should be completed within seven (7) days of the offense.*
- j. *One copy of the complete report should be referred to the District Attorney's Office for a criminal complaint.*
- k. *Suspect(s) of felonious crimes against persons may be arrested on probable cause prior to obtaining a criminal complaint and warrant at the discretion of the investigator. When at all possible, the case should be discussed with the District Attorney's Office prior to doing so.*

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