



MEDFIELD POLICE DEPARTMENT

POLICY NO. 2.01

FOLLOW-UP INVESTIGATIONS

MASSACHUSETTS POLICE ACCREDITATION STANDARDS

REFERENCED: **42.1.1; 42.1.2; 42.1.3; 42.1.4;**
42.2.1; 42.2.3; 42.2.6; 42.2.7; 42.2.8

ISSUING AUTHORITY:

Michelle Guerette
Chief of Police

DATE OF ISSUE:

05/28/2023

EFFECTIVE DATE:

05/28/2023

REVISION DATE:

11/07/2025

I. GENERAL CONSIDERATIONS AND GUIDELINES

Follow-up investigations are investigations into crimes beyond the preliminary investigation performed by the first officer(s) at the scene. Follow-up investigations are generally the responsibility of the department's detective unit, however patrol officers may conduct their own follow-up investigations for those less serious crimes that do not require the utilization of resources generally unavailable to patrol officers.

This policy contains general procedures to follow when conducting any follow-up investigation. Where a policy exists on responding to a specific crime, that policy should also be followed.

II. POLICY

- A.** It is the policy of this department to conduct follow-up investigations in accordance with the criteria established in this policy.

III. PROCEDURES

A. Responsibilities

1. The department has an on-call list of investigators to cover hours in which investigators are not assigned to duty shifts. [42.1.1]
2. It shall be the responsibility of the Deputy Chief, to determine:
 - a. Whether a follow-up investigation shall be conducted,
 - b. How many investigators are to be assigned to each investigation, and
 - c. How many hours are to be expended on each investigation.
3. In general, the responsibility for conducting follow-up investigations will be with the Detective Division. However, the Patrol Section may be assigned some follow-up investigations [42.1.4]
 - a. Cases involving specialized skills, knowledge or ability should be assigned to those officers having that expertise.
 - b. One particular detective shall be assigned as the Principal Investigator.
4. Detectives shall periodically attend patrol officer shift briefings. [42.2.6]

B. Criteria for Determining Whether to Conduct Follow-Up Investigations [42.1.2]

1. The senior detective shall review the preliminary investigation report and apply the departmental screening criteria to determine if a follow-up investigation will be conducted. This information shall then be relayed to the Deputy Chief. Screening criteria includes:
 - a. The nature and seriousness of the crime;
 - b. Solvability factors;
 - c. Community reaction to the crime;

- d. Availability of department resources;
- e. The documented experiences of this department and other law enforcement agencies;
- f. Research conducted by the department including the application and utilization of crime analysis; and
- g. Research conducted by other law enforcement agencies.

2. The objective of case screening is to assign available personnel to those investigations that have the best chance of being successful.

3. **CASE STATUS:** The Deputy Chief shall supervise the status of case assignments, utilizing the following administrative designations appearing on all Investigative Reports:[42.1.3]

- a. OPEN: The case is assigned to a detective and that investigative efforts are active.
- b. SUSPENDED: All available leads have been exhausted but the case has not been brought to a satisfactory conclusion and investigative efforts may be resumed.
- c. CLOSED: The case has been satisfactorily concluded.

4. **CRITERIA FOR SUSPENDING INVESTIGATIVE EFFORTS** [42.1.2]

- a. A designation of suspended shall not be made without an evaluation by the principal investigator of the following:
 - i. Absence of further leads or solvability factors;
 - ii. Unavailability of investigative resources;
 - iii. Negative interviews with victims/witnesses;
 - iv. Inconclusive physical evidence found at the scene of the crime/incident;
 - v. The exhaustion of all other information sources; and
 - vi. The degree of seriousness of the crime.

- b. In all cases, the principal investigator shall have the approval of the Deputy Chief, prior to the suspension of investigative efforts.

C. Conducting Follow-Up Investigations

1. The following guidelines should be followed, as applicable, during all follow-up investigations:
 - a. Reviewing and analyzing all previous reports prepared in the preliminary phase, departmental records, and laboratory results; [42.2.3(a)]
 - b. Conducting additional interviews and/or interrogations. The departmental policies Interviewing Victims and Witnesses and Interrogating Suspects and Arrestees shall be followed; [42.2.1(b); 42.2.3(b)]
 - c. Reviewing department records;
 - d. Seeking additional information from other officers or informants. The departmental policy on Use of Confidential Informants shall be followed; [42.2.1(a); 42.2.3(c)]
 - e. Arranging for dissemination of information as appropriate;
 - f. Planning, organizing and conducting searches, if necessary (See departmental policy on Searches and Seizures); [42.2.3(d)]
 - g. Identifying and apprehending suspects (See departmental policies on Eyewitness Identification and Arrest); [42.2.3(e)]
 - h. Determining involvement of suspects in other crimes; [42.2.3(f)]
 - i. Conducting background investigations and checking suspects' criminal histories. The departmental policy on Criminal Intelligence will be followed; [42.2.1(d) 42.2.3(g)]
 - j. Conducting surveillance. The departmental policy on Vice, Drugs, and Organized Crime shall be followed; [42.2.1(e)]
 - k. Collecting physical evidence. The departmental policy on Collection and Preservation of Evidence shall be followed; [42.2.1(c)]

- I. Preparing cases for court presentations; and [42.2.3(h)]
 - m. Assisting in prosecution with the district attorney's office.
2. In the case of a suspected Opiate Overdose Death the detectives/OIC will follow the direction of the Norfolk District Attorney's Office; "Opiate Overdose Reduction Initiative" directive; to include:
 - a. Collect the cell phone of the deceased; the departmental policy on Collection and Preservation of Evidence shall be followed; [42.2.1(c)]
 - b. Forward cell phone to the Norfolk District Attorney's Office or other location specified.
3. Officers conducting follow-up investigations shall follow the departmental policy on Victim/Witness Assistance.

D. Case Progress Reporting

- a. Investigators will periodically report the progress of investigations assigned to them to the Deputy Chief.
- b. It shall be the responsibility of Deputy Chief to determine if additional resources shall be expended in the investigation of such cases or if the investigation shall be suspended.

4. If polygraph machines and or voice stress analyzers are used in an investigation, only those officers specifically trained on the machines shall operate the polygraph machine and administer examinations. [42.2.8]

E. Case File Management

1. A system of case file management for the department's criminal investigative function shall be established. It shall include: [42.1.3]
 - a. A case status control system;
 - b. Administrative designators for each case;
 - c. Types of records to be maintained;

- (i) Preliminary investigative reports
- (ii) Statements
- (iii) Physical evidence examinations
- (iv) Case status reports
- (v) Any other relevant documents to investigation

- d. Accessibility to the files; while under control of the criminal investigation function, the Chief, Deputy Chief Detectives and anyone authorized by the Chief would have access to files. Cases can be accessed through the IMC reporting system that is not of a confidential nature (i.e. Rape or confidential investigation).
- e. File purging procedures;

E. Investigative Task Forces

- 1. Should the need arise for the establishment of an Investigative Task Force, it shall be the responsibility of the Deputy Chief to develop a plan for such a body and submit it in writing to the Chief of Police for approval.
- 2. The Investigative Task Force plan will contain the following criteria:
 - a. Specific characteristics of the problem and need to establish a task force to meet the problem; [42.2.7(a)]
 - b. Consideration of the general benefits, and expected drawbacks, as an approach to coping with the identified problem;
 - c. Examination of the ramifications of the decision to undertake the task within a given Division or Section;
 - f. Authority, responsibility and accountability for the actions and operations; [42.2.7(b)(c)]
 - g. Assessment of resources and constraints; [42.2.7(d)]
 - h. Selection of the optimal approach required for a successful conclusion;
 - i. Procedures for monitoring progress and evaluation of efforts; [42.2.7(e)]
 - j. Establishment of the goals and objectives; [42.2.7(a)]

- k. Manpower (includes personnel and individuals from the public and private sector) and financial resources needed to realize the objectives; [42.2.7(d)]
 - l. Preparation for implementation; and
 - m. Implementation of the Task Force.