



---

---

POLICY/PROCEDURE NUMBER: 07-C.I.-005

Page 1 of 9 with one Appendix

SUBJECT: CRIMINAL INVESTIGATION

EFFECTIVE DATE: March 21, 2022

REVIEW DATE: March 21, 2023

AMENDS/SUPERSEDES: July 12, 2007 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARDS: 12.2.2, 13.1.1, 13.1.2, 13.1.3, 13.1.4, 13.1.5, 13.1.7, 13.2.1, 13.2.2

CSU POLICE SYSTEMWIDE POLICY – No

APPROVED: Alfredo B. Fernandez, Chief of Police

---

---

## I. PURPOSE

To delineate the duties and responsibilities of officers assigned to the investigations unit; to formulate policies and procedures governing preliminary and follow-up investigations, and to outline procedures related to specialized investigative techniques.

## II. POLICY

It is the policy of this department to conduct thorough preliminary and follow-up investigations of all crimes against persons and major property offenses, in an effort to successfully identify and prosecute violators.

## III. DEFINITIONS

- A. Crime Scene - The location where a crime occurred or where an indication of a crime exists.
- B. Crime Scene Processing - The specific actions taken at a crime or accident scene, consisting of taking photographs, preparing the crime or collision diagram, and collecting and preserving physical evidence.
- C. Defendant Informant - An informant who is subject to arrest and prosecution for a state or federal offense, or a defendant in a pending case who expects compensation for his assistance in the form of judicial or prosecutorial consideration.
- D. Follow-up Investigation - An extension of the preliminary investigation; the purpose of which is to provide additional investigation in order to clear a case, arrest an offender, and/or recover stolen property.

- E. Informant - Any person who, under the direction of a specific officer and with or without expectation of compensation, furnishes or performs a lawful service for the department in its investigations and operations.
- F. Physical Evidence - Any substance or material found or recovered in connection with a criminal investigation.
- G. Preliminary Investigation - An inquiry of limited scope undertaken to verify whether or not an allegation merits further inquiry as a full investigation; the initial report in which a crime is alleged; or the initial documentation of a matter requiring further investigation.
- H. Reasonable Belief - The facts and circumstances the officer knows, or should know, are such as to cause a rational and prudent person to act or think in a similar way under similar circumstances.
- I. Restricted-Use Informant - A person who meets any of the following criteria shall be considered a restricted-use informant, subject to use as authorized below:
  - 1. A person under 18 years of age: May be used as an informant only after obtaining written consent from the juvenile's parent or guardian.
  - 2. A person on probation or parole (federal or state): May be used as an informant only with the consent of the agency supervising the person.
- J. Witness - A person who possesses information or evidence relevant to the investigation of a specified crime.

#### IV. PROCEDURES

##### A. Investigations Unit Organization

- 1. The investigations unit shall normally consist of a minimum of two investigators (or more when staffing allows) who hold the rank of sergeant, corporal, or officer. One detective sergeant shall be designated as the senior or supervising investigator for the investigative unit and shall report directly to the Investigations Unit Commander.
- 2. Investigators shall normally work a 5-day/8-hour work schedule and may temporarily work a 4-day/10-hour work schedule as approved by the Investigations Unit Commander based on operational need; all schedules are subject to change; and both supervising investigators will be provided department cell phones or compensated for use of personal cell phones in accordance with university policy.

##### B. Investigator Duties

- 1. The primary functions of the investigations unit are the prompt, efficient, and effective investigation of all crimes resulting in arrest by patrol officers that occur on campus or within one mile from the exterior boundaries of the campus, the identification and apprehension of individuals committing those crimes, and the preparation of cases for prosecution.
- 2. Duties normally assigned to the investigations unit include:

- a. Investigating criminal cases and submitting follow-up reports documenting all actions taken. When applicable, cases may be assigned to uniform patrol personnel.
- b. Reviewing preliminary investigation reports for thoroughness and accuracy. If an arrest is made, filing the case with the district attorney's or city attorney's office and preparing the case for prosecution ;
- c. Maintaining liaison with, and providing assistance to other law enforcement agencies and the criminal justice system;
- d. Providing victim/witness assistance information and support, as required.
- e. Investigation of non-criminal and suspicious circumstances as directed by the Chief of Police.

C. 24-Hour Coverage and Investigations Unit Response

1. The patrol supervisor on duty may request that an investigator respond to a crime scene at his or her discretion.
2. The procedure for notifying a detective sergeant/investigator shall be as follows:
  - a. The patrol supervisor will request that the dispatcher contact the investigations sergeant and advise them of the incident.
  - b. The investigations sergeant will determine if one or more investigators should respond to the scene.
  - c. Anytime the detective sergeant is in a position where they would not be available to take a call during a given time period, they shall notify the dispatcher. The Investigations Unit Commander, or designated command staff member in their absence, shall also be notified in this instance.
  - d. In the event the detective sergeant cannot be located following the commission of a serious crime, either a member of the patrol division with past investigative experience will be used or LAPD Devonshire Division will be contacted and one of their detectives will be requested to respond in accordance with the LAPD and CSUN DPS memorandum of agreement.
3. Incidents where the detective sergeant should be notified and requested to respond include:
  - a. All shootings;
  - b. Incidents involving serious life-threatening injuries or death;
  - c. Armed robberies;
  - d. Explosions or explosives;
  - e. Arson with extensive damage or evidence to be collected;
  - f. All sexual assaults and child molestation cases;
  - g. All abductions;
  - h. Incidents involving extensive evidence or where an immediate follow-up is required and the patrol division does not have the resources to conduct the follow-up.
4. The detective sergeant should also be notified about the following types of cases for consultation and determination regarding whether an investigative response is necessary:
  - a. Domestic violence;

- b. Stalking (criminal and non-criminal as specified within VAWA & Title IX);
  - c. Dating violence (criminal and non-criminal as specified within VAWA & Title IX);
  - d. Felony computer crimes.
5. If an investigator is requested to respond to the scene of an incident, the scene will remain secured by the patrol officer(s) until the investigator arrives unless otherwise directed by a supervisor or the responding investigator.
  6. When the investigator arrives, he/she will assume responsibility and supervision for the crime scene and investigation unless relieved by a higher authority.

D. Preliminary Investigation Procedures

1. Patrol officers will be responsible for conducting careful, thorough, and accurate preliminary investigations and are expected to continue with the investigation and follow-up as needed.
2. Steps to be followed in conducting preliminary investigations include:
  - a. Providing for the safety of victims, suspects, and witnesses, rendering aid for injured parties and requesting appropriate medical attention, if necessary;
  - b. Determining whether a criminal offense has been committed or attempted and if so, the precise nature and circumstances of the offense;
  - c. Protecting the crime scene to ensure that evidence is not lost or contaminated;
  - d. Maintaining the integrity and security of the crime scene by requesting necessary resources and arranging for the collection of evidence;
  - e. Observing and accurately documenting the scene conditions, all events, unusual conditions, and statements;
  - f. Locating and obtaining complete identification information on all victims, witnesses, complainants, and other involved parties;
  - g. Identifying suspect(s) and effecting an arrest if it can be accomplished at the scene or through immediate pursuit;
  - h. Relaying to other officers, via the police radio, all available data including description, method and direction of flight, and other relevant information concerning wanted persons or vehicles;
  - i. Interviewing and obtaining statements from victims, witnesses, complainants and, if legally possible, from suspects. If an investigator is to respond to the scene, the patrol supervisor should coordinate all interviews with the investigator;
  - j. Arranging for the collection of evidence;
  - k. Preparing the preliminary crime/incident report fully and accurately.
3. Investigators will prepare the initial crime/incident report and conduct the preliminary investigation of all felony and serious misdemeanor cases that are reported directly to them fully and accurately.

E. Procedures to be Employed in Criminal Investigations

1. Information Development

The collection and recording of facts surrounding an offense involving persons, objects, actions, times, places, and methods/means of operation, which may be obtained via:

- a. Examination of evidence;
- b. Review of preliminary reports;
- c. Interviews with suspects, victims and witnesses;
- d. Background investigations (i.e., record checks);
- e. Review of applicable statutes;
- f. Review of university records.

## 2. Interviews and Interrogation

Interviews of victims and witnesses and interrogation of suspects are conducted to obtain information relevant to an offense and subsequent prosecution.

- a. Formal interviews and interrogations are to be recorded via audio and/or video means. Use of the body worn camera is authorized for use in such situations.
- b. The following guidelines will facilitate the interview and interrogation process:
  - i. Review all elements of the offense;
  - ii. Review all reports, statements, and supporting documents prior to the interviews;
  - iii. Plan the time, place, content, and order of the interviews;
  - iv. If functional, prepare a list of questions or factors to employ in the solicitation of critical information.

## 3. Collection, Preservation, and Use of Physical Evidence

The proper collection and preservation of physical evidence will serve to ensure its integrity and thus aid in the identification and prosecution of offenders.

- a. The following guidelines should be followed when processing a crime scene, as well as those addressed in *Policy/Procedure Number 07-C.I.-004 (Crime Scene Processing and the Collection and Preservation of Evidence)*:
  - i. Approach the scene carefully;
  - ii. Secure and protect the scene;
  - iii. Conduct a preliminary scene survey for potential evidence locations;
  - iv. Take detailed notes and document them in subsequent reports;
  - v. Photograph scenes prior to removing any evidence or processing for fingerprints (except for burglaries from motor vehicles);
  - vi. Note the location where each item of evidence was found;
  - vii. Package each item of evidence in accordance with *Policy/Procedure Number 06-C.I.-003 (Property and Evidence Packaging and Control)*;
  - viii. Maintain the chain-of-custody on all items of evidence.

## 4. Execution of Background Investigations

- a. Officers who conduct background investigations must follow and comply with CLETS/NCIC user agreements to protect the confidentiality of computerized

criminal record data. Any information obtained is restricted to use during a criminal investigation.

- b. A number of sources can be used to obtain information when conducting background investigations, including:
  - i. Hometown, neighboring law enforcement agencies;
  - ii. DOJ, FBI, and other federal, state, county, and municipal agencies
  - iii. CLETS/JDIC/NCIC database systems
  - iv. Department of Motor Vehicles;
  - v. Relatives, friends, acquaintances, and neighbors;
  - vi. Business associates;
  - vii. Present/past employers and co-workers;
  - viii. Educational institutions.

## 5. Surveillance

Surveillance is defined as the observation of a person who is suspected of committing an offense, or of a place which is likely to be the location of a criminal offense.

- a. Surveillance can either be conducted in person or through the use of covert camera equipment;
- b. Personal surveillance can be performed in a vehicle or on foot;
- c. Involved supervisors and officers will discuss and determine the best method of surveillance;
- d. Communications procedures will be discussed and coordinated with involved sworn and dispatch personnel;
- e. Notification will be made to watch personnel and to any outside agency that may be involved or affected;
- f. The watch commander may authorize the use of unmarked vehicles for use in surveillance by patrol officers;
- g. Surveillance through the use of covert camera equipment will be in accordance with all applicable federal and state laws for privacy limitations:
  - i. The Chief of Police must authorize the use of covert camera equipment;
  - ii. Where a reasonable expectation of privacy exists, covert camera equipment will normally be temporary and not be used without obtaining a court order.
  - iii. Release of surveillance video must be authorized by the Chief of Police and done so in accordance with federal and state laws & institutional and department policies. See Department Records Administration Policy 07-O.A.-006 and CSU System-wide Video Security Camera Policy (adapted into CSUN Policy 800-60) for details.
  - iv. Records retention of video recordings will adhere to all federal and state laws & institutional and department policies. See Department Records Administration Policy 07-O.A.-006 and CSU System-wide Video Security Camera Policy (adapted into CSUN Policy 800-60) for details.

Note: See department policy/procedure 10-S.O.-23 (Investigation of Vice, Drugs, and Organized Crime) for further requirements in the authorization, command, communication, and documentation of surveillance operations, covert details, or service executions involving high-risk warrants.

#### F. Assignment of Follow-up Investigations

1. The detective sergeant will review all crime reports written by patrol officers and investigators and determine whether or not the case requires a follow-up investigation.
2. If the detective sergeant determines that a follow-up investigation is appropriate, they will assign the case back to patrol or to investigations.
3. Cases normally assigned to investigations include:
  - a. Part I offenses and serious Part II offenses;
  - b. Cases that require follow-up activities off-campus;
  - c. Cases with workable leads and/or recovered physical evidence.
4. Follow-up investigations will normally be assigned to patrol officers where there is the potential for developing additional information as a result of recontacting the victim or complainant.
  - a. In the majority of these investigations follow-up contact can be made over the telephone.
  - b. Patrol sergeants will note follow-up investigations assigned to patrol officers and ensure that they are completed in a timely manner.
5. Investigators and patrol officers shall document all follow-up activities with supplemental reports in RIMS.
6. The above case screening and case file management processes are addressed in detail in Policy/Procedure Number 05-C.I.-001.

#### G. Follow-up Investigation Procedures

1. Maintaining contact with principals in any investigation is valuable for building public confidence in the department as well as indicating that the investigating officer is genuinely concerned about the welfare of the victim and other persons associated with the case. In all cases, the individual assigned to the follow-up investigation will recontact the victim/complainant within 30 days of the initial report of the offense.
2. Follow-up investigations will include:
  - a. Reviewing and analyzing all reports prepared during the preliminary investigation phase, department records involving similar cases, and laboratory examination results, if applicable;
  - b. Conducting additional interviews of witnesses, victims/complainants and interrogation of possible suspects;
  - c. Seeking additional information from uniformed officers;
  - d. Revisiting the crime scene, planning, organizing and conducting searches, and collecting additional physical evidence;
  - e. Attempting to identify and apprehend suspects, through use of such investigative techniques as photo line-ups, field show-ups, and/or physical line-ups;

- f. Determining suspects' method of operation and possible involvement in other unsolved crimes;
- g. Checking suspects' criminal and campus conduct histories;
- h. Performing additional follow-up at the request of the prosecuting attorney;
- i. Analyzing electronic access logs and electronic media;
- j. Reviewing accessible information on social media sites;
- k. Identifying and apprehending suspects; and
- l. Preparing cases for court presentation and/or administrative referral to campus judicial systems.

#### H. Use of Checklists to Aid in Criminal Investigations

1. Investigative checklists are designed as guidelines to an investigation.
2. The department's Incident Report format that is derived from RIMS contains checklists to ensure that proper information is obtained in each case.
3. For more complicated investigations, the department has designed checklists to assist investigators.

#### I. Communications between Preliminary and Follow-Up Investigators

When the preliminary and follow-up investigation components of a case involves more than one investigator, whether or not they are assigned to the investigative or patrol unit, communication and information-sharing is to occur. Collaboration between investigators can enhance the likelihood of successfully resolving the incident, particularly in the early stages of an investigation. As such, the investigations sergeant will oversee this case management process on a bi-weekly basis ensuring such communications occur when appropriate.

#### J. Sharing of Investigative Information with Other Operational Components

1. The periodic attendance of investigators at patrol shift briefings is designed to facilitate the exchange of critical information and to strengthen the relationship between the two units. The Detective Sergeants are responsible for ensuring that this happens on a periodic basis and that the shift supervisor documents their attendance and briefing discussions within the supervisors daily shift log.
2. During shift briefings, investigators shall:
  - a. Update patrol staff on all requirements and changes instituted by the district attorney and city attorney offices;
  - b. Conduct periodic training on new laws, court decisions, and investigative/interview procedures (NOTE: all training is to be documented with the training coordinator);
  - c. Review evidence-gathering techniques and other appropriate investigative or crime prevention information.
  - d. And provide information relating to crimes and incidents occurring on campus or in proximity that could have an impact on patrol strategies.



3. Investigators shall also share information through shift briefings and/or electronic correspondence with units such as communications, crime prevention/crime analysis, and the department administration.

K. Informants

1. This agency does not use informants, defendant informants, restricted-use, or confidential informants.
2. Should circumstances arise when the use of an informant would be conducive to the successful investigation and eventual prosecution of a criminal case, the case will be referred to the Los Angeles Police Department.
3. The title *informant* does not apply to sources of information. A *source of information* is a person or organization, not under the direction of a specific officer, who provides information without becoming a party to the investigation itself, such as a concerned citizen who witnesses an event of interest.

V. APPENDIX

A. Offense Report Checklists

The training information provided herein contains offense report checklists that can assist officers in gathering critical information for commonly reported offenses.

**THEFT – Investigative Checklist**

Information particularly important for theft cases includes:

- Identification of the property owner or person charged with care, custody, and control of the property
- Thorough identification of the reporting person, witnesses or other involved persons
- Property descriptions, which should include all available identifiers such as serial numbers, owner-applied numbers and unique features or markings which are necessary for entering an item as stolen property into CLETS. A thorough physical description of the item is frequently helpful when attempting to identify ownership of recovered stolen property, particularly for common items such as textbooks.
- Complete suspect's or witness's identifying information, in particular the suspect's or witness's current location or physical address
- Fair market value assessment of stolen property (not replacement or initial purchase price)
- An established timeframe for the theft, specifically, the date/time the item was last seen, the date/time the property was discovered missing, and the date/time the theft was reported.

---

Investigating Officer Signature

Date

**THEFT OF VEHICLE (AKA AUTO THEFT) – Investigative Checklist**

Information particularly important for auto theft cases includes:

- Identification of the property owner or person charged with care, custody, and control of the vehicle
- Thorough identification of the reporting person, witnesses or other involved persons
- Complete suspect's or witness's identifying information, in particular the suspect's or witness's current location or physical address
- Fair market value assessment of the stolen vehicle (not replacement or initial purchase price)
- An established timeframe for the theft, specifically, the date/time the vehicle was last seen, the date/time it was discovered missing, and the date/time the theft was reported.
- A thorough description of the stolen vehicle, particularly license number, vehicle identification number (VIN), special features and markings, defects or damage, mileage and fuel level
- Alarm status and/or anti-theft devices in use at the time of the theft
- The approximate driving and seating position of the driver's equipment and seat as left by the owner/operator
- Thorough description of the contents of the vehicle
- Non-complainant property left in the vehicle
- CLETS entry date/time and NCIC number
- Insurance policy information, including company name and agent's name/phone number
- Recovery information, particularly the date/time, location and vehicle condition

---

Investigating Officer Signature

Date

## **BURGLARY OF HABITATION OR BUILDING – Investigative Checklist**

Information particularly important for burglary cases includes:

- Identification of the property owner or person charged with care, custody, and control of the property
- Thorough identification of the reporting person, witnesses or other involved persons
- Property descriptions, which should include all available identifiers such as serial numbers, owner-applied numbers and unique features or markings which are necessary for entering an item as stolen property into CLETS. A thorough physical description of the item is frequently helpful when attempting to identify ownership of recovered stolen property, particularly for common items such as textbooks.
- Complete suspect's or witness's identifying information, in particular the suspect's or witness's current location or physical address
- Fair market value assessment of stolen property (not replacement or initial purchase price)
- An established timeframe for the theft, specifically, the date/time the property was last seen, the date/time it was discovered missing, and the date/time the burglary was reported.
- A detailed description of the investigation of the crime scene for latent fingerprints and the collection, processing, and storage of other evidence
- Method of operation, point of entry, method of entry and description of instrument or tool used
- Alarm status and/or anti-theft devices in use at the time of the burglary
- Obvious high value property not taken
- Information about visitors or persons with access to the premises other than the complainant
- Non-complainant property left on the premises
- Unusual damage or damage not made to gain entry, suggesting unusual behavior of the suspect

---

Investigating Officer Signature

Date

**BURGLARY FROM A MOTOR VEHICLE (BFMV) – Investigative Checklist**

Information particularly important for BFMV cases includes:

- Identification of the property owner or person charged with care, custody, and control of the property
- Thorough identification of the reporting person, witnesses or other involved persons
- Property descriptions, which should include all available identifiers such as serial numbers, owner-applied numbers and unique features or markings which are necessary for entering an item as stolen property into CLETS. A thorough physical description of the item is frequently helpful when attempting to identify ownership of recovered stolen property, particularly for common items such as textbooks.
- Complete suspect's or witness's identifying information, in particular the suspect's or witness's current location or physical address
- Fair market value assessment of stolen property (not replacement or initial purchase price)
- An established timeframe for the theft, specifically, the date/time the property was last seen, the date/time it was discovered missing, and the date/time the burglary was reported.
- A detailed description of the investigation of the crime scene for latent fingerprints and the collection, processing, and storage of other evidence
- Method of operation, point of entry, method of entry and description of instrument or tool used
- Alarm status and/or anti-theft devices in use at the time of the burglary
- Completed evidence processing with a careful description of collection, processing and storage of evidence
- Obvious high value property not taken
- Non-complainant property left in vehicle

---

Investigating Officer Signature

Date

## **ASSAULT – Investigative Checklist**

Information particularly important for assault cases includes:

- Complete victim identification
- Thorough identification of the reporting person, witness or other involved persons
- Complete suspect's or witness's identifying information, in particular the suspect's or witness's current location or physical address
- Thorough and detailed description of the victim's injuries
- Thorough and detailed description of the suspect's actions causing the injury
- Pre-assault contact and/or relationship
- Incident of previous assaults involving the same victim or suspect
- The victim's desire to prosecute
- Notifying the victim of the existence of provisions of the Crime Victims' Compensation Act

---

Investigating Officer Signature

Date

## **VANDALISM – Investigative Checklist**

Information particularly important for vandalism cases includes:

- Identification of the property owner or person charged with care, custody, and control of the property
- Thorough identification of the reporting person, witnesses or other involved persons
- Complete description of the vandalized property, the nature of the damage sustained and an estimated cost estimate
- Complete suspect's or witness's identifying information, in particular the suspect's or witness's current location or physical address
- Fair market value assessment of vandalized property (not replacement or initial purchase price)
- An established timeframe for the vandalism, specifically, the date/time the item was last seen intact, the date/time the damage was discovered, and the date/time the vandalism was reported.
- A detailed description of the investigation of the crime scene for latent fingerprints and the collection, processing, and storage of other evidence
- Method of operation, point of entry, method of entry and description of instrument or tool used
- Alarm status and/or anti-theft devices in use at the time of the vandalism
- Completed evidence processing with a careful description of collection, processing and storage of evidence
- Obvious high value property not vandalized
- Non-complainant property not vandalized

---

Investigating Officer Signature

Date

## **DOMESTIC VIOLENCE – Investigative Checklist (Page 1)**

Information particularly important for investigations of physical assaults, violations of restraining orders, and property crimes involving domestic relationship cases includes:

- Arrival at Scene
  - Determine location and condition of victims.
  - Determine if suspect is still at location.
  - Distinguish aggressor from victim, especially if both are injured.
  - Determine if any weapon is involved.
  - Determine what, if any, crime has occurred.
  - Request ambulance if injuries require.
  - Separate suspect and witnesses. Note: This includes removing victim from suspect's line of sight.
  
- Preliminary Investigation
  - Interview victim and witnesses including children, separately.
  - Write down statements verbatim.
  - Determine suspect's and victim's actions
  - Note and document victim's conditions (i.e., smeared makeup, torn clothing, injuries, emotional condition, color of skin, "complained of" internal injuries, etc.).
  - Document statements or unusual/relevant noise heard while approaching location.
  - If victim has a restraining order against suspect, obtain a copy of the order and valid proof of service and attach to report. If defendant has not been served, complete service. If no restraining order exists, determine if EPO is appropriate and inform victim how to obtain permanent restraining order.
  - If paramedics were called to the scene, obtain their names, RA unit number, and LAFD station address.
  - Record spontaneous statements (both suspect and victim) verbatim.
  - Determine 911 caller, identify, and interview. In addition, request recorded 911 call from the department's digital PYXIS recorder.
  - Determine if sexual assault occurred, and the need for MT. Complete sexual assault checklist as required per sexual assault policy.
  
- If Suspect is Taken into Custody
  - Prevent communication between suspect and victim/witnesses.
  - Record alibi statements.
  - Advise suspect of the Miranda Admonition.
  - Attempt to interview suspect after obtaining signed waiver.
  - Document statements (including those made to booking officer or jailer) verbatim.
  - Warn victim that the suspect could be released from custody soon.



## **DOMESTIC VIOLENCE Checklist (Page 2)**

- Evidence
  - Document condition of crime scene (disarray of physical surroundings) with detailed descriptions.
  - Photograph crime scene.
  - Recover weapons/firearms (12028.5 PC) and book and/or photograph weapons and other evidence, e.g., bloody clothing, destroyed property, etc.
  - Ensure that victim's/suspect's injuries are photographed.
  - Note if there is any evidence of alcohol and/or drug use.
  
- Medical Treatment (MT)
  - Transport victim to hospital for MT if necessary (last resort).
  - Obtain copy of MT report and attach to police report.
  - If sexual assault, complete procedures for sexual assault response.
  
- Completing Crime Report
  - Maintain objectivity in reporting. Avoid personal opinions regarding comments from victim/suspect.
  - Ensure that elements of all involved crimes are included in the report.
  - Document any injuries that victim has sustained.
  - Document the following:
    - Was victim advised of private person's arrest?
    - Was victim photographed?
    - Did officers give victim referrals?
    - Does victim/witness speak fluent English?
    - Is there a history of violence whether reported or not?
    - Include restraining order information and prior violations (whether reported or not).
    - Include alternative telephone numbers for victim and witnesses, e.g., business, relatives, and friends.
    - Note whether children were present.
    - Out of the suspect's presence, inquire where victim will spend the night.
  
- Follow-Up Investigations
  - Conduct investigation as though victim were unable to testify.
  - Do not ask victim if she/he wants to prosecute. However, if victim expresses reluctance to testify, note reasons.
  - Determine if a history of violence exists (reported or not).
  - Run incident index in RIMS for victim and suspect.
  
  - Was the victim reluctant to come forward on past incidents? If so, why? (e.g., fear for self/children, safety, etc.)
  - View the victim's injuries. If injuries are observed, document in follow-up.

### **DOMESTIC VIOLENCE Checklist (Page 3)**

- Verify photos have been taken (if not, request photos or take them yourself).
- Recommend follow-up photos 2-3 days later if appropriate (some bruises are more easily photographed at that time).
- Document all MT.
- If paramedics were called to the scene, obtain their names and statements.
- If victim has received additional MT, obtain name/address of doctor.
- Ask victim about contacts with defendant since crime occurred, e.g., threats, intimidation, phone calls, visits to jail, etc.
- Determine if there are any pending cases involving the defendant and/or victim.
- Interview witnesses to corroborate either party's statements and to substantiate or refute alibi statements.
- Interview "fresh witnesses" (those witnesses who talked to or saw parties immediately after the incident).
- Obtain prior reports and present cases to filing deputy district attorney or deputy city attorney.
  
- Interview Suspect
  - Obtain CII and JDIC rap sheets for suspect and check out-of-state and FBI records.
  - Document suspect's description of "provoking behavior," e.g., nagging, dinner unprepared, etc.
  - Photograph offensive injuries (hands, knuckles)
  - Photograph other injuries (inflicted by victim in self-defense)
  - Determine and document whether or not suspect is on parole and/or probation.
    - If suspect is on parole, get a parole hold placed, inform parole agent, and obtain agent's name and phone numbers.
    - If suspect is on felony probation, inform probation officer and obtain officer's name and phone number.
    - If suspect is on misdemeanor probation in CSUN or LAPD jurisdiction, verify that it is still active.
  
- Applicable Domestic Violence Laws
  - a. Definitions: Penal Code 13700 (a)(b)(c)(d)(e)
  - b. Authority of peace officer to take temporary custody of firearm at scene of domestic violence. Penal Code 12028.5(a)
  - c. Order of Court (i.e. restraining order) – PC 136.2(f)
  - d. Contempt of Court – PC 166(a)(4), 166(b)(1), and 166(c)(4). Note: you need both a prior conviction and either an act of violence or credible threat of violence.
  - e. Battery – PC 243(e)(1)
  - f. Rape of Spouse – PC 262
  - g. Spousal or Cohabitant Abuse – PC 273.5
  - h. Violation of Protective Order to Prevent Domestic Violence – PC 273.6
  - i. Child Abduction – PC 277
  - j. Unlawful Detention or Concealment – PC 278
  - k. Violation of Custody Decree – PC 278.5
  - l. Terrorist Threats – PC 422

**DOMESTIC VIOLENCE Checklist (Page 4)**

- m. Trespass (Battered Women's Shelters) – PC 602(u)
- n. Stalking – PC 646.9(a)
- o. Peace Officer at Domestic Calls
  - i. PC 836(b) – It shall be mandatory that the officer make a good faith effort to inform the victim of his/her right to make a private person's arrest and how to do so safely.
  - ii. PC 836(c)(1) – If probable cause exists that a provision of a protective order has been violated by the person the order is issued against and serviced to, the arresting officer may arrest without a warrant and take the person into custody whether or not the violation occurred in the presence of the arresting officer.

---

Investigating Officer Signature

Date

## **CRIME SCENE – Investigative Checklist**

This crime scene checklist is being provided as a tool to assist officers in addressing the critical aspects of a crime scene. In addition to this document, refer to *Policy/Procedure Number 07-C.I.-004 (Crime Scene Processing and the Collection and Preservation of Evidence)* for thorough and detailed instructions.

- COMPOSITE SKETCH – Can victim remember suspect?
- CRIME ALERTS/BULLETINS
- CRIME REPORT – Was a crime report completed?
- CRIME SCENE BROADCAST – Has patrol put one out? If not, direct patrol to do so.
- CRIME SCENE LOG
- DNA – Consult with investigations
- EVIDENCE COLLECTION – Consult with investigations
- FIELD SHOW-UP – If suspect is in custody, transport victim to suspect, etc.
- INJURIES – Follow-up to hospital, interview victim, document extent of injuries, obtain treating physician’s name, obtain patient number for report
- INTERVIEWS – Victim, witnesses, neighbors, etc.
- NOTIFICATIONS –
- PHOTOS – Consult with investigations
- PRINTS – Consult with investigations
- SURVEILLANCE CAMERAS – Look for cameras at location, neighboring buildings, across the street, etc.

---

Investigating Officer Signature

Date

## **SEXUAL ASSAULT – Investigative Checklist**

See Department Policy/Procedure #02-S.O.-001 (Sexual Assault Response and Investigation) for checklist information.

## **DEATH INVESTIGATION – Investigative Checklist**

Death investigations are covered under the Memorandum of Understanding negotiated between California State University, Northridge and the Los Angeles Police Department (LAPD).

Officers responding to the report of a death should secure the scene, immediately notify the Chief of Police, Deputy Chief, and Patrol Operations Commander, and contact LAPD/Devonshire Division who will handle the subsequent investigation.