



DEPARTMENTAL  
GENERAL  
ORDER

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Follow-up Reporting Procedures

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## **FOLLOW-UP REPORTING PROCEDURES**

The purpose of this order is to set forth follow-up procedures for offense reports, including Citizen's Crime Reports (TF-862-1), to ensure that each report is adequately reviewed and evaluated and that identifiable property loss is properly documented and recorded.

### **I. REVIEW OF OFFENSE REPORTS**

Investigators assigned to Departmental investigative units (e.g. Criminal Investigation Division, Youth Services Division, Vice/Narcotics Section, and Area Investigation Units) shall evaluate all assigned Departmental Offense Reports, including Citizen's Crime Reports, in order to:

- A. Verify that a crime occurred as reported.
- B. Verify that the reported offense took place in Oakland.
- C. Review the preliminary investigating officer's or reporting citizen's documentation of any losses.
- D. Record serial numbers and descriptions of stolen property into the Automated Property System (APS), via CLETS.
- E. Review suspicious circumstance reports to determine if a crime occurred.
- F. Review the preliminary investigation conducted by the preliminary investigator or the investigatory leads reported by the citizen. The review should look for solvability factors and documentation that an effort was made to uncover the solvability factors for the crime indicated.

- G. Personally verify the evidence collected by the preliminary investigator, additional officers, or evidence technicians during the preliminary investigation.

## **II. FOLLOW-UP INVESTIGATION REPORTS**

- A. Departmental investigative units shall conduct an initial screening of all cases received in accordance with BOI/BFO Policy and Procedures regarding case screening.
- B. Within thirty (30) calendar days of receiving the offense report, the assigned investigator shall either:
  - 1. Review and file the offense report (including Citizen's Crime Reports), in accordance with Part III of this order or,
  - 2. Complete a Follow-Up Investigation Report (336-201).
  - 3. Additional names or name changes revealed during the investigation, crime code changes, property value changes, and case dispositions shall be documented on the appropriate report and forwarded to the Records Division for input into RMS.
- C. The Follow-Up Investigation Report shall be completed in accordance with the provisions of Report Writing Manual Insert E-1, whenever:
  - 1. The crime and/or classification on the original report is/has changed.
  - 2. The complainant's name and/or address is/has changed.
  - 3. The crime or recovery took place outside of the City of Oakland.
  - 4. Property, including vehicles, is recovered (except recovered 10851's with no suspect leads or anyone in custody).
  - 5. A report of suspicious circumstances or unexplained death—attempted suicide is either unfounded or associated with a crime.
  - 6. The case is cleared or charged.

7. The case is still under active investigation.
- D. After the initial Follow-Up Investigation Report is submitted, subsequent Follow-Up Investigation Reports shall be submitted whenever information regarding items 1-7 above is revised or supplemented. A final Follow-Up Investigation Report shall be completed whenever a case is cleared or charged.
- E. Upon completion of a Follow-Up Investigation Report, the investigating officer's supervisor shall review the case file in accordance with the provisions of Departmental General Order M-5, CASE EVALUATION AND REPORT REVIEW NOTICE.
- F. After the Follow-Up Investigation Report is approved by the appropriate supervisor or commander, copies shall be distributed as follows: (Computer generated copies may be substituted for the 3-part form)
  1. Original to the Records Division.
  2. Canary shall be maintained with the case file within the investigating unit.
  3. Pink may be retained by the investigator.

### **III. FILING REPORTS**

- A. Offense reports, including Citizen's Crime Reports, may be filed pending/suspended except under the circumstances listed in Part II, B, above. When completed, the report shall be forwarded to the appropriate supervisory or command officer for filing approval and signature.
- B. When a report is filed, the unit Police Records Specialist (PRS) shall enter any identifiable loss into APS through CLETS. The listed loss value shall be the original figure listed on the offense report, if correct, or the corrected figure.
- C. The broadcast of a Communications Order (TF-339), to report identifiable stolen property, shall be documented in the Crime Report, Additional Information Report, or Follow-up Investigation Report.

- D. If evidence is to be released to the owner, the investigator shall complete the Property Release Form (TF-1008) in accordance with the provisions of Departmental General Order H-10, PROPERTY CLEARANCE AND DISPOSAL.

#### **IV. REPORTING SUPPLEMENTAL LOSSES**

- A. Field officers and authorized employees taking reports shall report supplemental losses on Additional Information Reports (536-937).
- B. Investigators shall report supplemental losses in one of two ways:
  - 1. On an Additional Information Report, or
  - 2. On a Follow-Up Investigation Report if investigative leads are reported with the supplemental loss.
- C. The investigative unit's PRS shall enter identifiable losses into the APS through CLETS.

By order of

Richard L. Word  
Chief of Police