



DEPARTMENTAL  
GENERAL  
ORDER

Rev.  
01 Dec 17

M-4

Index as:

Ref: CALEA  
Standard 42.1.1-4;  
42.2.1-3

Coordination of Criminal Investigations  
Criminal Investigations  
Follow-up Investigations  
Preliminary Investigations

---

## COORDINATION OF CRIMINAL INVESTIGATIONS

The purpose of this order is to set forth Departmental policy and procedures for the conduct and coordination of criminal investigations to ensure that the investigative process is timely and thorough.

Preliminary investigations are generally conducted by Patrol Division uniformed members.

Follow-up investigations are normally conducted by members of the Criminal Investigation Division (CID), Patrol Division Area Investigation Units (AIU), Youth Services Division (YSD), Vice/Narcotics Section (VNS) and/or any other investigative unit(s) or task force(s) organized for that purpose.

The provisions of this order shall apply to all incidents except traffic collisions, which shall be reported and investigated in accordance with the provisions of Departmental General Order J-2, **TRAFFIC COLLISION MANAGEMENT, INVESTIGATION AND REPORTING.**

### **I. COMMAND OF CRIME SCENE/RESPONSIBILITIES FOR PRELIMINARY INVESTIGATIONS**

#### **A. Radio Accountability**

All personnel at the scene of a crime shall remain accountable to the Communications Division in accordance with Departmental General

Order I-5, **COMMUNICATIONS CONTROL AND**

**COORDINATION.** Personnel shall comply promptly with dispatched orders unless specifically instructed otherwise by a Patrol Division supervisor/command officer or a follow-up investigator at the scene, and shall promptly report self-initiated status and location changes to the Communications Division.

B. Assigned Officer (Preliminary Investigator)

Responsibility for conducting the preliminary investigation at the scene of a crime and for completing the preliminary investigation reports (arrest reports, offense reports, etc.) shall rest with the assigned officer unless otherwise directed by a Patrol Division supervisor/command officer or an investigator at the scene. In the absence of a supervisor or command officer, the assigned officer shall be in command at the crime scene.

C. District Sergeant

In the absence of a command officer, the Patrol Division district sergeant at the scene shall be in charge and shall supervise the preliminary investigation. The sergeant shall consult with investigators at the scene.

D. Investigator(s): AIU, CID, YSD, Vice/Narcotics, Other

1. Members of the appropriate investigative unit(s) whose primary function is to conduct follow-up investigations shall be referred to as investigators.
2. Investigators may be assigned to respond to a crime scene by:
  - a. Self-initiated response to the scene.
  - b. Communications Division assignment of an investigator currently in the field.
  - c. A Patrol Division commander shall direct a call-out of a standby team or may request an on call investigator to respond in accordance with the provisions of BOI/BFO Policy and Procedures.

A Patrol Division commander requiring the assignment of investigators to a crime scene shall consult the appropriate

“call out” roster. The following investigative units/sections shall maintain standby and/or on call rosters in accordance with the provisions of current BOI/BFO Policy and Procedures:

- 1) Homicide Section
- 2) Special Investigations Section
- 3) Youth Services Division
- 4) Area Investigation Units
- 5) Vice/Narcotics Section

- d. An investigative unit commander who assigns an investigator to a crime scene.
3. Investigators shall assume the following responsibilities, which are listed in order of importance.
    - a. Ensure general police services are provided
    - b. Supervise the crime scene and the preliminary investigation in the absence of a Patrol Division supervisor or command officer.
    - c. Expand the investigation and pursue investigative leads that are beyond the scope of the preliminary investigator.
  4. Follow-up investigators (other than primary), assisting in the investigation, shall complete an Additional Information Report (536-937) regarding their actions at the crime scene. Responsibility for completing the preliminary investigation and for submitting the preliminary reports shall generally remain with the preliminary investigator.

E. Ranking Officer at the Scene of the Crime

1. The ranking supervisor or command officer shall assume command at the scene of a crime and shall be briefed of the circumstances of the incident by the preliminary investigator. He/she shall be responsible for directing the activities and tasks of Departmental personnel at the crime scene.
2. Tactical decisions shall be made by the ranking Patrol Division member at the scene in accordance with the provisions of

Departmental General Order K-5, TACTICAL OPERATIONS TEAM. Once the incident is under control, the investigator shall advise the ranking Patrol Division member regarding investigatory needs, to ensure that the assigned officer(s) completes a thorough preliminary investigation.

3. Investigators shall contact the ranking officer upon their arrival at the scene. The investigator shall be briefed of the circumstances of the incident.
  - a. If superior in rank to the ranking Patrol Division member at the scene, the investigator shall clearly communicate that he/she is assuming command and shall supervise the preliminary investigation.
  - b. If subordinate in rank to the ranking member at the scene, the investigator shall advise the ranking officer regarding investigatory needs and shall supervise the preliminary investigation. The subordinate investigator shall comply with the orders of the ranking Patrol Division member; however, the ranking Patrol Division member shall cooperate with all requests made by the investigator in order to ensure that the preliminary investigation is thorough and complete.
  - c. If equal in rank to the ranking Patrol Division officer at the scene, the investigator shall assume command and shall supervise the preliminary investigation, proceed to expand the investigation and provide consultation at the scene.
4. If more than one investigator responds to a crime scene, among investigators of equal rank, the investigator whose unit will conduct the follow up investigation of the offense shall be the primary investigator.

F. All Personnel at the Scene of a Crime

All personnel at the scene of a crime shall exchange information as necessary to ensure proper control and coordination. Additionally, all, except the member conducting the preliminary investigation, shall submit Additional Information Reports to the ranking officer or his/her designate prior to leaving the scene, summarizing their findings, actions, observations, and activities regarding the scene and the investigation.

## II. PRELIMINARY INVESTIGATIONS

### A. Crime Scene

1. The beat officer or other member(s) assigned to conduct the preliminary investigation shall be responsible for the following activities:
  - a. Provide first aid and obtain medical assistance for injured persons.
  - b. Determine if a crime has been committed and observe all conditions, events and remarks.
  - c. Maintain and protect the crime scene.
  - d. Make the appropriate notifications and provide requested information to a follow-up investigations unit as necessary.
  - e. Identify and search for and arrest suspects. Juveniles shall be processed in accordance with Departmental General Order O-3, **PROCESSING JUVENILE OFFENDERS** and O-9, **DETENTION OF JUVENILE OFFENDERS**.
  - f. Identify and locate witnesses.
  - g. Determine if an investigator should be assigned to the scene immediately and advise a supervisory or command officer to make the request.
  - h. Admonish, interview and obtain statements from suspects, as applicable, and under the following guidelines:
    - 1) **General Information:** No suspect may be questioned before being admonished and waiving each of his/her rights to refuse questioning. If a suspect initially waives his/her rights and subsequently indicates that he/she no longer wishes to talk, the questioning must cease immediately. Voluntary spontaneous incriminating remarks by suspects shall be recorded verbatim in all cases.

- 2) **Adult Suspects:** The preliminary investigator shall admonish adult misdemeanor and felony suspects, seek waivers, conduct interviews and take statements if waivers are obtained, except in cases of homicide, potential homicide, robbery, sexual assault, or in other unusual circumstances where admonishment and questioning at the scene might impede the follow-up investigation. In any case where the preliminary investigator is unsure whether the suspect should be admonished and questioned, he/she shall seek the approval of a Patrol Division supervisor, command officer, or a follow-up investigator before proceeding.
  
- 3) **All Juveniles:** In all cases, the arresting officer shall admonish juveniles (persons under the age of 18) who are arrested or issued a Notice to Appear (240-40). Except in cases of homicide, potential homicide, robbery, sexual assault, or in other unusual circumstances where admonishment and questioning at the scene might impede the follow-up investigation, the arresting officer shall conduct the interview if a waiver is obtained and shall take the juvenile's statement in accordance with the provisions of Departmental General Order O-9.

In any case where the preliminary investigator is unsure whether the suspect should be admonished and questioned, he/she shall seek the approval of a Patrol Division supervisor/command officer or a follow-up investigator before proceeding.

- 4) **Investigator:** The investigator assigned to conduct the follow up investigation of a case shall conduct the interview and take statements if waivers are obtained in cases of homicide, potential homicide, robbery, sexual assault and other unusual circumstances.
  
- 5) **Documentation:** The responsible officers (Preliminary investigator, arresting officer, investigator) shall document on the arrest report or offense report whether or not the suspect was

admonished, whether or not he/she waived, the date and time of the admonishment, and the name and serial number of the admonishing officer. The suspect's statement, if taken, shall be completed on the Statement form (536-200-1) or by audio tape recording.

- (a) Once a statement has been signed by a suspect, any additional remarks made by that suspect shall be followed by the suspect's signature or initials.
  - (b) Once a statement has been recorded by a suspect, any additional remarks made by that suspect may be recorded on the same or a different tape. Since a recording is that of the suspect, there is no need for a signature after the initial or subsequent recording.
- i. Interview and obtain statements from the complainant(s), reporting person(s) and witnesses.
  - j. Identify and collect evidence in conjunction with or in the absence of an evidence technician.
  - k. Record all conditions, events and remarks pertinent to the crime on the appropriate report(s), and submit the reports in accordance with Parts II, D and F of this order.
  - l. Notify the Communications Division, if necessary, regarding:
    - 1) Stolen vehicles or the release of recovered stolen vehicles and provide information necessary to identify the vehicle, in accordance with the provisions of Departmental General Order I-10, **ASSIGNING CASE NUMBERS TO STOLEN AND FELONY VEHICLES.**
    - 2) The broadcast of a Communications Order or Teletype regarding the complainant, victim, suspect, vehicle, or any other information which might assist in the investigation.

- m. Perform other police services as necessary.
  2. Upon completing the preliminary investigation, the Preliminary investigator shall be relieved of his/her responsibility at the crime scene unless otherwise directed by a supervisor or command officer. It is appropriate for the Preliminary investigator to note what, if any, steps remain for the follow-up investigation.
- B. Notifications to Investigative Units
  1. The preliminary investigator shall cause the notification of the Patrol Division Area/Watch Commander regarding a homicide, potential homicide, suicide, or discharge of firearms by a member resulting in injury or death. The commander shall determine whether a homicide “call out” team should respond to the scene.
  2. The preliminary investigator shall cause the notification of the Patrol Division Area/Watch Commander regarding a suspected bombing or arson, or an unusual crime involving suspected gang members. The commander shall determine whether a member of the Special Investigations Section should respond to the scene.
  3. The preliminary investigator shall cause the notification of the Patrol Division Area/Watch Commander regarding:
    - a. Cases in which a suspect is arrested for
      - 1) Robbery, including car-jacking.
      - 2) Sexual assault.
      - 3) Felonious assault which results in great bodily injury.
      - 4) Other crimes which can be linked as serialized.
    - b. Cases in which a suspect is not arrested but any postponement of the follow-up investigation may, or, will likely impede the successful completion of the case.
    - c. Cases involving unusual circumstances that create a situation that is too difficult or complex for the preliminary



investigator to conclude without assistance from a follow-up investigator, including:

- 1) Kidnapping cases in which the victim has not been located.
  - 2) Missing persons cases in which the victim is at risk or missing under abnormal circumstances.
  - 3) Cases involving juvenile victims who have suffered sexual assault or physical abuse from a known suspect.
  - 4) Cases involving mass seizures of evidence, such as stolen property, firearms, narcotics, etc.
- d. A discharge of a firearm by a member that does not result in injury or death.

The preliminary investigator shall advise his/her supervisor/commander of the location of the offense and other pertinent details. The commander shall determine whether an investigator from the applicable Area Command, CID, YSD, or VNS should respond to the scene.

4. The Communications Division shall notify the appropriate Area Investigation Unit Commander regarding bank or savings and loan robberies, based on the location of the crime.

C. Requests for Investigators

1. The preliminary investigator shall consider requesting the assignment of a follow-up investigator to the scene if:
  - a. The circumstances of the crime appear to require the immediate presence of a follow-up investigator.
  - b. When any postponement of the follow-up investigation may, or is likely to, impede the successful completion of the case.

- c. When the investigation is beyond the scope of the preliminary investigator because of time, geographical or other considerations.
    - d. When the suspects are connected with other crimes under investigation.
  2. If the preliminary investigator determines that a follow-up investigator should be assigned, he/she shall request that his/her immediate supervisor or a commander notify the appropriate investigative unit.
  3. A Command officer present at a crime scene or otherwise available by telephone or radio may require that a follow-up investigator be assigned immediately. Any doubt should be resolved by requiring the assignment of an investigator.
- D. Disposition of Preliminary Investigation Reports
  1. Arrest Report or Juvenile Record (336-606)

The transporting officer shall deliver the Arrest Report directly to the jail with the prisoner. In the case of juvenile arrests, the completed Juvenile Record and Offense Report shall be delivered with the prisoner to YSD.
  2. Offense Report (Adult)

The preliminary investigator shall deposit offense reports regarding adults in the appropriate report receptacle at the end of his/her tour of duty unless otherwise instructed by a supervisor/command officer or investigator.
- E. Requests for Assistance from the District Attorney's Office
  1. A Deputy District Attorney is on duty or on standby 24 hours a day to assist in preparing search warrants and to provide legal advice. The deputy's primary function is to assist in the investigation of homicide cases, but he/she will assist in other situations where legal help is needed.

2. The preliminary investigator or assigned follow-up investigator's supervisor shall make the request for assistance from the Deputy District Attorney.

F. Supplementary Information

In the event that a complainant or witness requests to report additional information after the preliminary investigation is completed, the assigned follow-up investigator shall complete an Additional Information Report (536-280) and submit the report for processing in accordance with the provisions of Departmental General Order M-2, **REPORT PROCESSING AND DETAILING**.

G. Case Evaluation & Report Review Notice (536-922)

Investigators shall complete a Case Evaluation and Report Review Notice in accordance with the provisions of Departmental General Order M-5, **CASE EVALUATION AND REPORT REVIEW NOTICE**.

**III. RESPONSIBILITIES OF INVESTIGATIVE UNITS: AIU, CID, YSD, VNS, etc.**

A. Assignment of Follow-Up Investigators to Crime Scenes

1. Commanders of investigative units shall assign an investigator to the scene of a crime at the request of a Patrol Division commander.
2. A Patrol Division Area/Watch Commander shall make the final decision regarding the call out of an investigator.
  - a. A standby investigator shall respond to the scene of a crime if directed by a Patrol Division commander.
  - b. An on call investigator shall make a recommendation to the Patrol Division Area/Watch Commander as to whether an immediate response to the scene of a crime is necessary, but shall respond if directed to do so.
  - c. Investigators responding to a call-out shall notify their supervisor in accordance with current unit/section practices.

3. Commanders of investigative units may assign investigators to crime scenes without waiting for a request from the Patrol Division.

B. Follow-Up Investigations

1. Preliminary investigation reports shall be detailed in accordance with the provisions of Departmental General Order M-2.
2. Investigative units, e.g. AIU, CID, YSD, VNS, etc. shall be responsible for completing follow-up investigations of all preliminary investigation reports detailed to them.
3. Follow-Up Investigation Reports (336-201) shall be completed in accordance with the provisions of Departmental General Order M-8, **FOLLOW-UP REPORTING PROCEDURES**.
4. Requests for complaints from the District Attorney's Office shall be completed in accordance with current BOI/BFO investigative practices.
5. A Case Evaluation Report and/or Report Review Notice shall be completed in accordance with DGO M-5.

**IV. SPECIAL PROCEDURES**

A. Investigative Unit/Section Supervisors and Commanders shall:

1. Supervise investigators under their command.
2. Monitor crime analysis information.
3. Maintain close liaison with other organizational units, through correspondence or meetings, which have resources or programs that are, or may be, applied in their field or investigative responsibility.
4. Recommend strategies and coordinate Departmental efforts to suppress specific crime problems.
5. Maintain liaison with District Attorney's Office regarding the criteria used for the designation and identification of serious and habitual offenders and their role in cases and/or crime patterns.

B. Control of Reports Under Investigation

1. The Report Reproducing Unit shall process all reports in accordance with Departmental General Order M-2.
2. Investigative unit commanders or administrative supervisors shall assign the report to the appropriate investigator in accordance with the provisions of current BOI/BFO Policy and Procedures.
3. Reports detailed to the three BFO Area Investigation Units shall be assigned to investigators working within the units established under the current Departmental personnel deployment plan. These may include:
  - a. Crimes Against Person Unit
  - b. Crimes Against Property Unit
  - c. Sexual Assault Unit
  - d. Domestic Violence Advocate Unit
4. Investigations requiring specialized skills, knowledge, or abilities shall be assigned to those investigators having that expertise. Under exceptional circumstances, these investigations may be assigned regardless of the area-based command structure at the discretion of the section commander.

C. Primary Investigator

The investigator assigned to a report by the unit/section commander or the administrative supervisor shall be the primary investigator for that report. The primary investigator is responsible for the completion of the investigation for each report assigned to him/her. The primary investigator is not precluded from obtaining assistance from other members to complete the investigation, but the responsibility for completion of assigned reports lies with the primary investigator.

The Special Victims Section (SVS) should serve as the primary investigative unit and should lead interviews of victims of sex crimes. If a CID Commander determines special circumstances require that a different unit should lead such an investigation, the CID Commander shall notify the SVS Commander and CID shall note the reason for that determination in its Investigative Action Report.

D. Case Screening

The investigative unit commander or his/her administrative supervisor shall screen each report prior to assigning the report to an investigator in accordance with the provisions of BOI and BFO Policy and Procedures

E. Case File Management

Investigative unit commanders shall ensure compliance of the Case Status Control System in accordance with the provisions of BOI and BFO Policy and Procedures.

F. Files Accessibility

1. All files maintained in investigative units are for **law enforcement purposes only. Access to files is restricted to a right to know and need to know basis.** The assigned investigator, supervisor, or commander must approve all requests to review a case currently under investigation.
2. Routine requests for copies of case files shall be approved in accordance with the provisions of Departmental General Order M-9, **RELEASE OF RECORDS.**

G. Procedures for Purging Case Files

Criteria and procedures for purging investigative case files shall be carried out in accordance with the provisions of BOI and BFO Policy and Procedures.

H. Field Contact File

Field Contact Reports (836-314) shall be filed in the Crime Analysis Section for use in researching investigative leads. Information from Field Contact Reports shall be entered into RMS by the Crime Analysis Section.

**V. CRIME ANALYSIS SECTION**

The Crime Analysis Section shall collect, collate, analyze and disseminate information on criminal activity within the City of Oakland in accordance with the provisions of Departmental General Order A-17, CRIME ANALYSIS.

**VI. REFERENCES**

- A. BFO Policy and Procedures regarding:
  - 1. Case File Management
  - 2. Case Screening
- B. BOI Policy and Procedures regarding:
  - 1. Case File Management
  - 2. Case Screening
- C. DGO A-17, CRIME ANALYSIS
- D. DGO I-5, COMMUNICATIONS CONTROL AND COORDINATION
- E. DGO I-10, ASSIGNING CASE NUMBERS TO STOLEN AND FELONY VEHICLES
- F. DGO J-2, TRAFFIC COLLISION MANAGEMENT, INVESTIGATION AND REPORTING
- G. DGO K-5, TACTICAL OPERATIONS TEAM
- H. DGO M-2, REPORT PROCESSING AND DETAILING
- I. DGO M-5, CASE EVALUATION AND REPORT REVIEW NOTICE
- J. DGO M-8, FOLLOW-UP REPORTING PROCEDURES
- K. DGO M-9, RELEASE OF RECORDS
- L. DGO O-3, PROCESSING JUVENILE OFFENDERS
- M. DGO O-9, DETENTION OF JUVENILE OFFENDERS

DEPARTMENTAL GENERAL ORDER  
OAKLAND POLICE DEPARTMENT

M-4

Rev.  
01 Dec 17

By order of



Anne E. Kirkpatrick  
Chief of Police