

	<b>Houston Independent School District Police Department Directives</b>	<b>DIRECTIVE: 440-008</b>
		<b>EFFECTIVE DATE: October 18, 2013</b>
	<b>SUBJECT: Criteria for Submitting Incident Reports and Preliminary/ Follow Up Investigations</b>	<b>REVISED DATE: February 3, 2022</b>

## **PURPOSE**

The purpose of this directive is to establish guidelines for conducting preliminary investigations by officers and for the disposition of follow-up investigations. Incident reports shall be completed when an officer views or becomes aware of any activity that may indicate the occurrence of a crime or becomes aware of a suspicious incident with a potential terrorism connection. Incident reports shall be completed and submitted for review prior to the end of each shift.

This directive applies to all Houston Independent School District Police department personnel.

## **SITUATIONS THAT ALWAYS REQUIRE AN INCIDENT REPORT**

The following situations always require the creation and submission of an incident report:

- a. Felony or Class A or B misdemeanor.
- b. Family violence.
- c. Hate crimes.
- d. Home invasion.
- e. Class C misdemeanor assault, trespassing, or trespassing on school property.
- f. Threat of or actual bodily injury sustained by a citizen, suspect, or a police employee.
- h. Tagged property.
- i. Death of a person.
- j. Stolen vehicle.
- k. Use of force by an employee.
- l. Display any weapon necessitating a police response. (See Directive 450-001 for exceptions).
- m. Rejection of a prisoner by the Jail personnel for medical reasons.

- o. Contact with a diplomatic representative of a foreign government.
- p. All incidents involving persons suspected of mental illness. If a mentally ill citizen has been handled more than once in any given calendar year for emergency detention, officers may supplement the original report if one exists.
- q. Lost firearms or explosives.
- r. Lost, stolen, or damaged district property.
- s. Trafficking of Persons. For all incidents involving cases in which persons have been found and reported they were smuggled or trafficked, officers shall generate a report titled "Trafficking of Persons."

## **REPORTS AND APPROVAL IN THE RECORD MANAGEMENT SYSTEM**

### **Incident Report Approval Timelines (Campus, Patrol, and Investigations)**

Anytime an original or supplement incident report is created in the department's Records Management System (RMS), the primary officer of the report, shall complete and submit the report by the end of the shift unless a supervisor approves the report to be entered the following shift.

Once an original or supplement incident report is submitted for approval, RMS automatically places the report in To Be Reviewed (TBR) status. The supervisor will review their subordinate's reports with five calendar days to review the reports. Supervisors shall be responsible for the quality of reports submitted by their subordinates. Supervisors shall reject reports and submit them to their subordinates for corrections or modifications. Once an officer makes the corrections/modifications, the officer will resubmit the report for approval.

### **Unapproved Reports and Corrections**

All employees who enter incident reports in RMS shall log into the system daily to obtain any notification (e.g., follow-up requests) regarding their reports if an employee receives notification that a report has been approved or denied by a supervisor. Upon the employee's notification, the report shall be corrected and resubmitted by the end of the employee's shift, regardless of the due date listed on the follow-up request.

## **Reports Created in Error**

If an incident report was created in error (e.g., the incorrect incident number was used), whether it is an original or a supplement, the officer will contact their supervisor, who will coordinate the deletion of the report.

## **PRELIMINARY INVESTIGATIONS**

The officer initially dispatched to a call for service is responsible for conducting the preliminary investigation. This investigation shall include, but is not limited to, the following:

- a) Ensuring that injured persons receive proper medical attention;
- b) Observing and making a note of all conditions, events, and remarks;
- c) Establishing if a crime has been committed/determining how the crime was committed;
- d) Locating and identifying witnesses;
- e) Securing the crime scene and protecting evidence;
- f) Arranging for collection of evidence;
- g) Interviewing the complainant(s) and witnesses;
- h) Questioning the suspect(s);
- i) Effecting an arrest if appropriate and possible;
- j) Requesting investigative support, if necessary; and
- k) Completing all necessary reports and forms, documenting the incident fully and accurately.

A responding investigator shall take charge of the investigation of serious crimes upon arrival. All copies of photographs and statements shall be forwarded to Investigative Services. All original photographs and statements shall be forwarded with the original incident report and tagged as evidence.

## **FOLLOW-UP INVESTIGATIONS**

When an immediate follow-up investigation provides a high probability of the perpetrator being arrested, the officer may continue the investigation. Officers must gain approval from the appropriate supervisor and notify the dispatcher before

conducting a follow-up investigation that requires them to leave their assigned location.

When an extensive or time-consuming follow-up investigation is required, the case shall be referred to Investigative Services, which will assume responsibility for all additional follow-up investigations on the case.

An investigator who has responded to an incident may also initiate a follow-up investigation and determine that a follow-up investigation is required immediately based on preliminary findings.

## **FOLLOW-UP INVESTIGATION PROTOCOL**

On occasion, officers assigned to patrol or campus operations will be required to follow up on an investigation. The officer will consider the following when assigned to follow up a case:

- a) The initial offense report shall be reviewed.
- b) The complainant(s) information shall be verified, and a criminal history check performed.
- c) The reportee(s) information shall be verified, and a criminal history check performed.
- d) The witness(s) information shall be verified, and a criminal history check performed.
- e) All statements shall be reviewed, and additional statements will be taken as needed.
- f) Photographs shall be taken of injuries and crime scenes. The photographs shall be documented and tagged into evidence if the original reporting officer has not previously done this.
- g) A photographic lineup shall be prepared and used for suspect identification purposes if needed.
- h) If necessary, fingerprints will be gathered.
- i) When applicable, the case will be presented to the appropriate District Attorney's Office for charges.

## **SUPPLEMENTAL REPORTS**

Supplemental reports may be generated whenever necessary to indicate actions that have been completed during the follow-up investigation.

## **SUBMISSION OF REQUEST FOR A WARRANT**

All requests for warrants shall be processed through the employee's supervisor. A complete police report documenting probable cause for issuing a warrant shall be provided to the Investigations Unit by the officer requesting the warrant. The type of warrant will be specified as either an arrest warrant or a search warrant. The Investigations Unit will be notified when an arrest warrant is drafted. They can assist with the issuance of the warrant.

## **EVIDENCE**

Any evidence collected at a crime scene or from a victim or suspect (known sources) may be used for comparative analysis of other possible related crimes and link a suspect to the offense.

All evidence collected will be tagged and stored in accordance with Directive 460-003 Property and Evidence Control.

Approved By

  
Pedro Lopez Jr., Chief of Police