

# UW Whitewater Police



## Preliminary Investigations

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Special Instructions:  
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Approved By:  
Chief Kiederlen

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### I. Purpose

To provide procedures for conducting preliminary investigations.

### II. Policy

It is the policy of the UW-Whitewater Police Department that preliminary investigations will be properly conducted and documented.

### III. Procedure

A. The officer initially assigned to an incident will be responsible for conducting the preliminary investigation. These preliminary duties include, but are not limited to:

1. Observe all conditions, events, overall impression, and remarks regarding the incident.
  - i. Document them in the report
2. Maintain and protect the crime scene to ensure that evidence is not lost or contaminated, and arrange for the collection of evidence;
  - i. The crime scene should be secured by one or more of the following; locking/securing the area, placing police tape and/or barricades up around the perimeter, or using personnel around the perimeter of the scene.
  - ii. A police officer should be placed in charge of the perimeter to check personnel into and out of the scene and to maintain scene integrity.
3. Determine whether an offense has been committed and, if so, the exact nature and circumstances of the offense;
  - i. Determine the jurisdiction of the offense so proper law enforcement agencies can investigate.
4. Locate, identify and obtain written statements from complaint(s), victim(s), witnesses(es), and if legally possible, from the suspect(s);
5. Interview the complainant, witnesses, victim(s) and suspect(s)
6. Provide relevant information concerning wanted persons or vehicles through the communications system;
  - i. Physical description of suspect(s) to include clothing
  - ii. Description of vehicle, if one is involved, to include License plate, Make/Model, color, etc.

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- iii . Last known direction of travel of suspect and/or vehicle
- 7. When appropriate, arrest suspect(s) in accordance with state and local statute violations.
- 8. When necessary, contact a supervisor for guidance. There is always either a supervisor on-duty or one on-call 24/7 that can call in crime scene investigators or a detective.
- 9. When needed, request a crime scene investigator and/or a detective for assistance.
- 10. Report the incident completely and accurately within the records management reporting system and on the UWW Police Cover Sheet.
- B. Detectives may assist the patrol officer with the preliminary investigation or may be directed by their supervisor to assume the duties of the preliminary investigation.