

# Wayne County Sheriff's Office

Training Brief 1-9

## Basic Criminal Investigation

General Order 41.2.5 Missing Persons  
General Order 41.2.6 Missing Children/Runaways  
General Order 4.2.1 Preliminary Investigations  
General Order 4.2.3 Case Management System  
General Order 4.2.4 Follow Up Investigation Responsibilities  
General Order 82.1.5 Report Status

**Purpose:** The Probationary Officer shall understand the important aspects of a Basic Criminal Investigation.

### A) Definition

A Criminal Investigation is defined as the collection of information and evidence for identifying, apprehending, and convicting suspected offenders.

### B) Responsibilities of the Investigator/Patrol officer

1. Make contact with the victim/complainant and check welfare to see if medical assistance is needed. Secure the scene.
2. Determine if a crime has been committed.
  - a. Requires knowledge of the criminal code.
  - b. Ability to differentiate between criminal and civil offenses.
3. Decide if the crime was committed within the investigator's jurisdiction.
  - a. Be aware of other jurisdictions in the area
  - b. Be aware of local agencies for proper referral
4. If the suspect has recently left the scene, obtain description of suspect, any vehicles, direction of travel and any items that were taken. Get information out as soon as possible.
5. Conduct an in depth interview with the victim. Get a detailed, accurate account of what they observed. Remember to include dialogue that occurred during the incident.
  - a. Properly conduct an interview and obtain a recorded statement.
  - b. Get their contact information. Always ask for current or local address and a telephone number so they can be reached for followup investigation. Do not rely on a driver's license return.
6. Locate and interview witnesses. Remember to separate while conducting the interviews. Conduct interviews the same as victim and get personal information for report.
7. If the situation allows, conduct interviews at the office and video tape the interview. Never take a statement over the phone. It is ideal to interview victims/witnesses and get as much information about the incident before interviewing suspects. This will aid in the interrogation.
8. Gather and preserve physical evidence.

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- a. Photograph crime scene. Start with general areas, specific areas and then specific objects.
  - b. Contact supervisor if evidence tech will be needed.
  - c. Collect video (if applicable).
9. Conduct a neighborhood check of the area to try to get further information about the incident.
10. Identify or try to develop a suspect.
- a. Follow up all evidence.
  - b. Photo lineup, line up or show up.
  - c. Use resources. Know how to use RMS, mug shot system, Detectives, Department email and other agencies.
11. Recover stolen property.
- a. Search Warrants
  - b. Exigent Circumstances
12. Locate and apprehend suspects.
- a. Interview and interrogate. It is best to have them come to the office and videotape their statement. Remember to have them sign the Miranda and Pirtle warning. (Custodial Interrogation)
  - b. Inquire about other crimes that they may have committed or were involved with. This may close other cases.
  - c. If the suspect is not located, file a probable cause affidavit. Refer to the criminal code book and review statute to know what elements have to be substantiated for your case.
13. Complete a case report.
- a. Collect statements.
  - b. Log evidence (videos, photographs etc.)
  - c. Probable cause affidavits.
14. Testify effectively as a witness in court.

### C) Six Basic Questions

1. Who? Who committed the crime? Who was the victim of the crime? Who were the witnesses to the crime?
2. What? What was the crime?
3. Where? Where did the crime occur?
4. When? When did the crime occur?
5. Why? Why did the crime occur (motive)?
6. How? How was the crime committed?

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### D) GOALS OF THE INVESTIGATION

1. Determine if a crime was committed.
2. To legally obtain information and evidence to identify the person or persons responsible.
3. To arrest suspects.
4. To recover stolen property.
5. To present the best possible case to the prosecutor.
6. Bring the victim closure.

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Probationary Officer's Signature and Unit Number

Date

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FTO's Signature and Unit Number

Date