



San Diego Community College District Police Department Policy and Procedures

3.03 EXTENDED PRELIMINARY
INVESTIGATIONS

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines for conducting extended preliminary investigations.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

Preliminary investigations are normally considered to be those investigations conducted at the scene of a crime or at other locations on the day of the incident. Submission of the preliminary investigation report normally ends the field officer's involvement with the case. Follow-up investigation is normally the responsibility of investigations personnel.

Extended preliminary investigations are investigations conducted by the original reporting officer at any time following the submission of the initial preliminary investigation report. Conducting extended preliminary investigations provide the College Community with a higher level of law enforcement service.

IV. PROCEDURES

A. The San Diego Police Department reviews preliminary criminal investigations and assigns selected cases to detectives for follow-up investigation. Generally the following cases will be assigned to detectives for follow-up:

1. In-custody felony cases;
2. In-custody misdemeanor cases when the suspect is also believed to be responsible for a felony crime;
3. Burglaries committed by forced entry where there is a large or "significant" loss;

4. Other felony cases when:
 - a. A suspect is identified by name, address or other details;
 - b. The case is connected to a series;
 - c. Crimes with usable physical evidence or impounded evidence requiring evaluation for disposition;
 - d. Where lab work is required, or;
 - e. Additional search of the crime scene is required.
 5. Gang related felony offenses;
 6. Safe cases;
 7. Sex related cases, both felony and misdemeanor;
 8. Juvenile cases, except those which are obviously unsolvable;
 9. Incident reports requiring completion of a crime report;
 10. Any case requiring coordination between agencies, commands or units and;
 11. Additional cases at the discretion of the unit sergeant.
- B. Cases which were initially investigated by College Police and which were not assigned to SDPD investigators for follow-up are subject to extended preliminary investigation.
- C. Before initiating an extended preliminary investigation, officers must determine whether a College Police detective or an SDPD detective has been assigned. If an investigator has been assigned, College Police officers may contact the investigator to offer assistance.
- D. Officers and detectives conducting extended preliminary investigations may recontact victims or witnesses, attempt to locate and interview new witnesses, collect evidence, report additional damages or loss, or conduct computer inquiries.
- E. If the extended preliminary investigation reveals additional information which warrants assignment of a detective, the Investigation's Sergeant in charge of the SDCCDPD Investigative Unit will be contacted.

- F. If the extended preliminary investigation reveals information providing probable cause to arrest:
1. An arrest may be made in a felony case, or;
 2. A notify warrant may be requested in a misdemeanor case.
- G. All reports prepared in connection with an extended preliminary investigation will reference the SDPD case number and SDCCDPD file number of the preliminary investigation.