

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> August 4, 2008	<b>NUMBER</b> 1604
<b>SUBJECT</b> Preliminary Investigations		
<b>REVISED</b>		
<b>REFERENCE</b> SCLEA 16.1.4	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 2

**A. Purpose**

The purpose of the policy is to establish a written guideline to be followed while conducting preliminary investigations.

**B. Policy**


Preliminary investigations may be sufficient to bring cases to satisfactory conclusions eliminating the need for follow-up investigations. The following guidelines have been established by the City of Anderson Police Department in order for officers to conduct a thorough preliminary investigation. (SCLEA 16.1.4)

**C. Procedures**

1. Officers conducting preliminary investigations are guided by the following steps:
  - a. Observe and record conditions, events and remarks at an incident scene.
  - b. Locate and identify witnesses.
  - c. Maintain integrity of the crime scene and protect all evidence.
  - d. Interview complainant and witnesses.
  - e. Interrogate the suspect.

- f. Arrange for collection of evidence.
- g. Arrest the offender.
- h. Report the incident fully and fairly.
- i. Notify specialized investigators, if applicable.

By order of:

  
\_\_\_\_\_  
Martin D. Brown, Chief of Police

8-1-08  
Date