



# Policy Revision Request

Requestor Name Matt Jackson Emp # 7548

This revision applies to Existing Policy 09-05-23

If new, recommended section \_\_\_\_\_

This revision is necessary to comply with Best Practices

Whom does this revision affect? Investigative Units

This revision has an unbudgeted financial impact of \$ 0

## Brief reason for the revision:

The Department is migrating from its current system for accepting non-emergency online reporting, Nexis-Lexis' Coplogic to Versaterm's (vRMS) Case Service.

Case Service's integration with Versaterm will expedite the time it takes for a citizen to submit a report and reach the intended investigative unit due to auto-transcribing. The system will also allow citizens to upload any relevant digital media via a Web Link (URL), which the assigned investigative unit and/or detectives will need to upload to Evidence.com.

Case Service is live to the general public as of March 1, 2023.

**Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to [APDPolicy@austintexas.gov](mailto:APDPolicy@austintexas.gov). Use this email for any related questions or issues for policy.**

## 403 Follow-Up Investigations

### 403.3 CASE ASSIGNMENT AND RESPONSIBILITY

Generally, follow-up investigations shall be the responsibility of the Investigative Unit assigned to the case. Report routing to an Investigative Unit is an automated process ~~that is~~ controlled by the title code(s) used. Unit ownership of a title code is prog-rammed into the current reporting system and updated as needed.

- (a) With supervisor approval, first responders should conduct limited follow-up investigations when there is a reasonable chance of apprehending the suspect, a need for obtaining additional information for the preliminary investigation report, or when there are other compelling circumstances.
- (b) Once a report is routed to an ~~i~~investigative ~~U~~unit, the supervisor or designee of that ~~U~~unit will assign each case to an appropriate ~~employee~~investigator. The assigned ~~employee~~investigator will be responsible and accountable for any additional investigation. With the approval of a corporal's direct supervisor, a corporal may voluntarily request assignment from an investigative unit supervisor as the lead investigator to a misdemeanor criminal offense. The investigative unit supervisor is responsible for the investigative work on any case they have assigned. This includes ensuring the

corporal/detective obtains the necessary investigative training to investigate assigned cases and that the corporal/detective follows the provisions of this and other applicable orders. When assigning cases, a supervisor or designee should:

1. Take into account the level of expertise, specialized skill, current case load, and knowledge and abilities of the employee.
2. Provide direction and guidance to employees by periodically reviewing their supplements and affidavits.
3. Record and maintain the following information to ensure a timely and complete investigation:
  - (a) Incident number.
  - (b) Personnel assigned.
  - (c) Date assigned.
  - (d) Clearance type.
  - (e) Date cleared.

~~(c) With approval of a Corporal's direct Supervisor, a Corporal may voluntarily request assignment from an Investigative Unit Supervisor as the lead investigator to a misdemeanor criminal offense.~~

~~1. The Corporal is responsible and accountable for any follow-up investigation as outlined in this order.~~

~~2. The Investigative Unit Supervisor is responsible for a Corporal's investigative work on any case the Supervisor has assigned. This includes ensuring the Corporal obtains the necessary investigative training to investigate assigned cases and that the Corporal follows the provisions of this and other applicable orders.~~

(c) When assigned to a case for follow-up investigation, investigators or their designee shall:

1. Provide additional investigation as deemed necessary and proceed with due diligence in evaluating and preparing the case for appropriate clearance or presentation to court personnel for the filing of criminal charges.

2. Be responsible for the NIBRS data accuracy of their cases within the Versadex Records Management System. Every change made within any case requires an IBR Check to be run, ensuring no errors have been created. If NIBRS errors are found when the case is processed at the end of the month, the lead investigator will be contacted to correct the errors.

3. Use the vRMS web link (URL) provided in the text section to review all digital media. Copy and paste the URL into a web browser to download and unzip all digital media determined to be evidence.

(a) Investigators shall upload all evidence into Evidence.com within 90 days of the assignment of any case.

(b) Evidence should be classified according to current Evidence.com retention categories.

(d) Employees will not participate in an unassigned investigation, regardless of the source, which is unusual, protracted, or not in the normal course of their duties without the express, written approval of their chain-of-command.

~~(e) Investigators are responsible for the NIBRS data accuracy of their cases within the Versadex Records Management System. Every change made within any case requires an IBR Check to be run insuring that no errors have been created. If NIBRS errors are found when the case is processed at the end of the month the lead investigator will be contacted to correct the errors.~~