
	GAITHERSBURG POLICE DEPARTMENT			
	Preliminary and Follow Up Investigations			
	GENERAL ORDER	604.2		Related CALEA Standards:
	Effective Date	11/25/2025		1.2.3, 12.1.4, 42.1.1, 42.1.2, 42.1.3, 42.1.4, 42.2.1, 42.2.2, 42.2.6, 55.1.3, 55.2.3, 55.2.4, 55.2.5
Authorized by: Mark P. Sroka CHIEF OF POLICE		SIGNATURE	DATE 11/25/2025	

1. DEPARTMENT POLICY

- 1.1. Patrol officers are responsible for conducting preliminary investigations of calls for service and misdemeanor crimes, except when:
- 1.1.1. The offense appears to be a part of a pattern of offenses;
 - 1.1.2. The follow-up investigation is required well beyond the geographic boundaries of the City limits;
 - 1.1.3. It involves a misdemeanor offense which is of sufficiently serious nature to warrant the assistance of specialized Investigative Sections; or
 - 1.1.4. The Arson Investigations Team, Department of Fire and Rescue Services, assumes responsibility for the investigation.

2. STEPS TO BE FOLLOWED WHEN CONDUCTING PRELIMINARY INVESTIGATIONS

2.1 Observations and Considerations

- 2.1.1. Each criminal investigation must be conducted on a case-by-case basis, considering several factors. When practical, the guidelines below may be followed by officers conducting preliminary investigations:
- 2.1.1.1. While approaching the scene, and on the scene, the officer should be alert and observe all conditions, events, and statements;
 - 2.1.1.2. Provide aid to the injured;
 - 2.1.1.3. Separate and conduct an initial interview of any witnesses or complainants to determine the nature and extent of the crime and gather enough information for a preliminary radio lookout for the perpetrator(s);

- 2.1.1.4. Determine whether an offense has been committed and, if so, the exact nature of the offense;
- 2.1.1.5. If it is established that a crime has been committed and the perpetrator has left, attempt to locate the crime scene and take prompt and reasonable action to protect the crime scene and arrange to have the evidence photographed/collected in accordance with General Order 1101.1;
- 2.1.1.6. Determine the identity of the suspect(s) and effect an arrest if possible;
- 2.1.1.7. Furnish other field units with suspect descriptions, methods, and directions of flight, and other relevant information concerning wanted persons or vehicles;
- 2.1.1.8. Obtain complete identification of all witnesses, and determine what information is known by the victims and witnesses;
- 2.1.1.9. Ensure the interview is recorded, and, if appropriate, obtain written statements from involved parties;
- 2.1.1.10. Accurately and completely record all pertinent information on prescribed report forms;
- 2.1.1.11. Conduct an area canvass when appropriate;
- 2.1.1.12. Arrange for the interview or interrogation of any suspects.

2.2. Assisting Victims During Preliminary/Follow-Up Investigations

2.2.1. Patrol Officer's Role

- 2.2.1.1 The department is committed to the fair, compassionate, and empathetic treatment of victims and witnesses to crime.
- 2.2.1.2 The department recognizes that victims may need and expect follow-up contact to recover from the effects of crime.

- 2.2.1.3 The police officer's role as a first responder is a critical step in the process of appropriately assisting victims of crimes.
- 2.2.1.4 While the department cannot meet every need, every officer has the responsibility to increase victim/witness awareness and assist them in navigating the criminal justice system.
- 2.2.4.5. The Montgomery County Department of Police provides formal victim/witness assistance to victims initially provided service by the Department.
- 2.2.1.6. The Department's Investigative Section and Patrol Officers should refer to General Order 604.3- (Victim Witness) for specific policy and protocols for Victim/Witness Assistance.

3. FOLLOW-UP INVESTIGATIONS BY PATROL OFFICERS

3.1. Observations and Considerations

- 3.1.1. The follow-up investigation is a continuation of the preliminary investigation to gather information which may result in the arrest of an offender, recovery of evidence, or enhancement of the case for purposes of prosecution.
- 3.1.2. Patrol officers conducting a follow-up investigation of an incident may follow the below-listed basic steps:
 - 3.1.2.1. Review and analyze all prior reports, records, and results from laboratory examinations prepared during the course of the full investigation;
 - 3.1.2.2. Effect additional contacts, interviews and interrogations to enhance case preparation and corroboration;
 - 3.1.2.3. Maintain detailed notes and a case file;
 - 3.1.2.4. Interview other officers, witnesses, and informants familiar with the case to attempt to identify possible suspect(s);
 - 3.1.2.5. Conduct a wanted check and criminal history inquiry on the suspect, and determine whether the

individual has been identified or described as a suspect in any other criminal incidents;

- 3.1.2.6. Upon identification of a suspect, apply for charging documents and arrange for the suspect to be served with them;
- 3.1.2.7. Plan, organize, and conduct searches for the suspect or evidence;
- 3.1.2.8. Arrange for the proper collection, processing, preservation, and storage of the evidence collected; and
- 3.1.2.9. Coordinate case preparation with the State's Attorney's Office.

3.2. Additional Considerations

- 3.2.1. Patrol officers intending to conduct follow-up investigations should indicate that intent in the initial report. Unless specifically directed to do so, officers will not tell victims that they will be contacted by a detective.

4. INVESTIGATION PROCEDURES

4.1. Information Development

- 4.1.1. When conducting preliminary and follow-up investigations, officers should treat each investigation confidentially and refrain from discussing the details of the investigation with people outside law enforcement.
- 4.1.2. Officers should utilize appropriate police databases and resources to enhance their investigations.
- 4.1.3. Officers will document any additional information obtained in supplemental reports.
 - 4.1.3.1. On cases assigned for follow-up, a supplemental report must be filed when the investigation reveals additional information.
 - 4.1.3.2. Shift supervisors are responsible for monitoring reporting activity of patrol officers to ensure that the required supplemental reports are completed.

4.2. Procedures for Interviews and Interrogations

- 4.2.1. Interviews and interrogations will be conducted in compliance with applicable policies and laws, and with careful consideration of current legal guidance regarding the constitutional rights of the suspect(s).
- 4.2.2. When a detective has been requested to assist with an investigation, officers shall not advise the suspect(s) of their Miranda rights or initiate questioning regarding the offense for which they were arrested or detained, unless directed to do so by a detective.
- 4.2.3 . See General Order 801.1 - Interviews and Interrogations and Access to Counsel.

5. SUPERVISORY RESPONSIBILITIES

5.1. Monitoring Investigations

- 5.1.1. Patrol supervisors are responsible for:
 - 5.1.1.1. Reviewing reports to verify that the preliminary investigation is thorough and complete, and to determine whether follow-up investigation is necessary;
 - 5.1.1.2. Notifying the appropriate investigative unit for cases requiring follow-up investigations, if applicable; and
 - 5.1.1.3. Monitoring the progress of the investigations conducted by their officers and providing directions, if necessary.

6. INVESTIGATIVE SECTION RESPONSIBILITIES

6.1. Follow-up Investigations

- 6.1.1. Investigators are responsible for conducting follow-up investigations of felony offenses and serious misdemeanors (see General Order 607.2 - Notification of Investigators).

6.2. The GPD Investigative Section

- 6.2.1. The GPD Investigative Section reports directly to the Special

Operations Bureau Commander and is responsible for handling investigations as assigned by the Bureau Commander, the Assistant Chief of Police, or the Chief of Police.

- 6.2.2. The appropriate MCP Investigative Section, and other MCP specialized units retain primary responsibility for investigating incidents meeting their criteria.
 - 6.2.2.1. The GPD Investigative Section may assist MCP Investigative Sections and other allied agencies when requested by them, or as necessary.
 - 6.2.2.2. The Investigative Section supervisor assigns cases that occur within the City.
- 6.2.3. The GPD Investigative Section operates on a flexible schedule and always remains available for callouts.
- 6.2.4. The on-call GPD Investigative Section supervisor will be notified by the on-duty GPD supervisor in all cases where the on-duty supervisor feels the Investigative Section would be of assistance:
 - 6.2.4.1. The GPD Investigative Section will not be contacted in lieu of required notifications to the appropriate specialized MCP investigative section.
- 6.2.5. The Investigative Section also conducts investigations of a non-criminal nature as assigned by a member of the GPD command staff. These types of investigations include:
 - 6.2.5.1. Any incident, situation, or event of significance that is not a crime by statute;
 - 6.2.5.2. Administrative investigations, internal investigations and background investigations.
- 6.2.6. The GPD Investigative Section shall maintain and regularly update the status of all assigned cases.

7. USE OF TECHNICAL AIDS FOR DETECTION OF DECEPTION

7.1. COMPUTER VOICE STRESS ANALYZER (CVSA)

- 7.1.1. The selection process for sworn and police cadet applicants includes a Computer Voice Stress Analyzer (CVSA) examination.

- 7.1.1.1. All sworn and police cadet applicants complete a pre-test CVSA questionnaire that includes areas from which questions will be drawn.
- 7.1.2. When CVSA examinations are administered as part of the selection process, the Department utilizes only personnel who have been trained to conduct such examinations, and who have been trained to evaluate the examination's results.
 - 7.1.2.1. Examiners follow all guidelines for use of the CVSA, to include conducting a cold call to have an independent examiner review the recorded charts and data associated with the CVSA exam.
 - 7.1.2.2. The Department does not use the results of the CVSA, or other instruments for the detection of deception, as the single determinant of employment status.