



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 708 – Follow-Up Units

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### .01 INTRODUCTION

This procedure provides officers with a guideline for knowing which investigative unit has follow-up responsibility for criminal offenses that are reportable to the San Antonio Police Department and provides for the immediate notification of follow-up investigators for major offenses reported to the San Antonio Police Department.

### .02 CODE SOURCE, OFFENSE, and FOLLOW-UP UNIT

A. The following are lists of criminal offenses from various state and City codes that are investigated by the SAPD. The lists include the code source, name of the offense, and the SAPD investigative follow-up units that have case responsibility. For certain offenses, an outside agency will be listed as the follow-up agency instead of the SAPD.

*NOTE: Asterisks (\*\*\*) indicate that the follow-up unit assigned to investigate the case is the unit assigned the primary offense or offense that initiated the case.*

B. Penal Code:

Penal Code	Offense	Follow-Up Unit
15.01	<i>Criminal Attempt</i>	***
15.02	<i>Criminal Conspiracy</i>	***
15.03	<i>Criminal Solicitation</i>	***
15.031	<i>Criminal Solicitation of a Minor</i>	***
16.01	<i>Unlawful Use of Criminal Instrument</i>	Intelligence
16.02	<i>Unlawful Interception, Use, or Disclosure of Wire, Oral, or Electronic Communications</i>	Intelligence
16.03	<i>Unlawful Use of Pen Register or Trap and Trace Device</i>	Intelligence
16.04	<i>Unlawful Access to Stored Communications</i>	Intelligence
16.05	<i>Illegal Divulgence of Public Communications</i>	Intelligence
16.06	<i>Unlawful Installation of Tracking Device</i>	Intelligence
19.02	<i>Murder</i>	Homicide
19.03	<i>Capital Murder</i>	Homicide
19.04	<i>Manslaughter</i>	Homicide
19.05	<i>Criminally Negligent Homicide</i>	Homicide
20.02	<i>Unlawful Restraint</i>	Special Victims (SVU)
20.03	<i>Kidnapping</i>	Special Victims
20.04	<i>Aggravated Kidnapping</i>	Special Victims
20.05	<i>Unlawful Transport</i>	Special Victims
20.06	<i>Continuous Smuggling of Persons</i>	Special Victims
20A.02	<i>Trafficking of Persons</i>	Special Victims
21.07	<i>Public Lewdness</i>	Special Victims
21.08	<i>Indecent Exposure</i>	Special Victims



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Penal Code	Offense	Follow-Up Unit
21.11	<i>Indecency with a Child</i>	Special Victims
21.12	<i>Improper Relationship between Educator and Student</i>	Special Victims
21.15	<i>Improper Photograph or Visual Recording</i>	Vice
21.16	<i>Unlawful Disclosure or Promotion of Intimate Visual Material</i>	Vice
	<i>Voyeurism</i>	Special Victims
22.01	<i>Assault</i>	Homicide/SVU
22.011	<i>Sexual Assault</i>	Special Victims
22.015	<i>Coercing, Soliciting, or Inducing Gang Membership</i>	Gang Unit
22.02	<i>Aggravated Assault</i>	Homicide/SVU
22.021	<i>Aggravated Sexual Assault</i>	Special Victims
22.04	<i>Injury to a Child (only)</i>	Special Victims
22.04	<i>Injury to an Elderly Individual, or Disabled Individual</i>	Homicide/SVU
22.041	<i>Abandoning or Endangering Child</i>	Special Victims
22.05	<i>Deadly Conduct</i>	Homicide/SVU
22.07	<i>Terroristic Threat</i>	Homicide/SVU
22.08	<i>Aiding Suicide</i>	Homicide
22.09	<i>Tampering with Consumer Product</i>	Homicide
22.10	<i>Leaving a Child in a Vehicle</i>	Special Victims
22.11	<i>Harassment by Persons in Certain Correctional Facilities</i>	Homicide
25.01	<i>Bigamy</i>	Special Victims
25.02	<i>Prohibited Sexual Conduct</i>	Special Victims
25.03	<i>Interference with Child Custody</i>	Special Victims
25.031	<i>Agreement to Abduct from Custody</i>	Special Victims
25.04	<i>Enticing a Child</i>	Special Victims
25.05	<i>Criminal Non-support</i>	Special Victims
25.06	<i>Harboring Runaway Child</i>	Homicide
25.07	<i>Violation of a Protective Order or Magistrate's Order</i>	Special Victims
25.071	<i>Violation of Protective Order Preventing Offense Caused by Bias or Prejudice</i>	Special Victims
25.08	<i>Sale or Purchase of Child</i>	Special Victims
25.09	<i>Advertising for Placement of a Child</i>	Special Victims
25.10	<i>Interference with Rights of Guardian of the Person</i>	Special Victims
25.11	<i>Continuous Violence Against Family</i>	Homicide/SVU
28.02	<i>Arson</i>	Arson
28.03	<i>Criminal Mischief</i>	Property Crimes
28.04	<i>Reckless Damage or Destruction</i>	Property Crimes
28.07	<i>Interference with Railroad Property</i>	Property Crimes
28.08	<i>Graffiti</i>	Property Crimes
29.02	<i>Robbery</i>	Robbery
29.03	<i>Aggravated Robbery</i>	Robbery
30.02	<i>Burglary</i>	Property Crimes
	<i>Burglary – Sexual Assault</i>	Special Victims



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30.02	Burglary – Assault	Homicide/SVU
30.03	Burglary of Coin-Operated or Coin Collection Machines	Property Crimes
<b>Penal Code</b>	<b>Offense</b>	<b>Follow-Up Unit</b>
30.04	Burglary of Vehicles	Property Crimes
30.05	Criminal Trespass	Property Crimes
30.06	Trespass by Holder of License to Carry Concealed Handgun	Homicide
30.07	Trespass by License Holder with an Open Carried Handgun	Homicide
31.03	Theft	Property Crimes
	Theft of Vehicle	Vehicle Crimes
31.04	Theft of Service	Property Crimes
31.05	Theft of Trade Secrets	White Collar Crimes
31.06	Presumption for Theft by Check	Property Crimes
31.07	Unauthorized Use of a Vehicle	Vehicle Crimes
31.11	Tampering with Identification Numbers	Vehicle Crimes
31.12	Theft or Tampering with Multi-channel Video or Information Svcs	White Collar Crimes
31.13	Manufacture, Distribution, or Advertisement of Multi-channel Video or Information Services Device	White Collar Crimes
31.14	Sale or Lease of Multi-channel Video or Information Services Device	White Collar Crimes
31.15	Possession, Manufacture, or Distribution of Instruments Used to Commit Retail Theft	Property Crimes
31.18	Cargo Theft	Property Crimes
32.21	Forgery	Forgery
32.22	Criminal Simulation	Property Crimes
32.23	Trademark Counterfeiting	Forgery
32.24	Stealing or Receiving Stolen Check or Similar Sight Order	Forgery
32.31	Credit Card or Debit Card Abuse	Forgery
32.32	False Statement to Obtain Property or Credit	Property Crimes
32.33	Hindering Secured Creditors	Property Crimes
32.34	Fraudulent Transfer of a Motor Vehicle	Vehicle Crimes
32.35	Credit Card Transaction Record Laundering	Forgery
32.41	Issuance of Bad Check	Forgery
32.42	Deceptive Business Practices	Property Crimes
32.43	Commercial Bribery	White Collar Crimes
32.44	Rigging Publicly Exhibited Contest	Vice
32.441	Illegal Recruitment of an Athlete	Property Crimes
32.45	Misapplication of Fiduciary Property or Property of Financial Institution	White Collar Crimes
32.46	Securing Execution of Document By Deception	White Collar Crimes
32.47	Fraudulent Destruction, Removal, or Concealment of Writing	Property Crimes
32.48	Simulating Legal Process	White Collar Crimes
32.49	Refusal to Execute Release of Fraudulent Lien or Claim	White Collar Crimes
32.50	Deceptive Preparation and Marketing of Academic Product	Property Crimes
32.51	Fraudulent Use or Possession of Identifying Information	Forgery
33.02	Breach of Computer Security	Technical Investigations Detail
33.021	Online Solicitation of a Minor	Vice



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33.05	<i>Tampering with Direct Recording Electronic Voting Machine</i>	Technical Investigations Detail
Penal Code	Offense	Follow-Up Unit
33.07	<i>Online Impersonation</i>	White Collar Crimes / Vice
33A.02	<i>Unauthorized Use of Telecommunications Service</i>	White Collar Crimes
33A.03	<i>Manufacture, Possession, or Delivery of Unlawful Telecommunications Device</i>	White Collar Crimes
33A.04	<i>Theft of Telecommunications Service</i>	White Collar Crimes
33A.05	<i>Publication of Telecommunications Access Device</i>	White Collar Crimes
34.02	<i>Money Laundering</i>	White Collar Crimes
	<i>Narcotics Related</i>	Narcotics
	<i>Theft Related</i>	White Collar Crimes
35.02	<i>Insurance Fraud</i>	White Collar Crimes
36.02	<i>Bribery</i>	Intelligence
36.03	<i>Coercion of Public Servant or Voter</i>	Intelligence
36.04	<i>Improper Influence</i>	***
36.05	<i>Tampering with Witness</i>	***
36.06	<i>Obstruction or Retaliation</i>	***
36.07	<i>Acceptance of Honorarium</i>	Intelligence
36.08	<i>Gift to Public Servant by Person Subject to His Jurisdiction</i>	Intelligence
36.09	<i>Offering Gift to Public Servant</i>	Intelligence
37.02	<i>Perjury</i>	***
37.03	<i>Aggravated Perjury</i>	***
37.08	<i>False Report to Peace Officer or Law Enforcement Employee</i>	***
37.081	<i>False Report Regarding Missing Child or Missing Person</i>	Property Crimes
37.09	<i>Tampering with or Fabricating Physical Evidence</i>	***
37.10	<i>Tampering with Governmental Record</i>	Forgery
37.101	<i>Fraudulent Filing of Financing Statement</i>	White Collar Crimes
37.11	<i>Impersonating Public Servant</i>	Homicide
37.12	<i>False Identification as Peace Officer; Misrepresentation of Property</i>	Homicide
37.13	<i>Record of a Fraudulent Court</i>	White Collar Crimes
38.02	<i>Failure to Identify</i>	***
38.03	<i>Resisting Arrest, Search, or Transportation</i>	***
38.04	<i>Evading Arrest or Detention</i>	***
38.05	<i>Hindering Apprehension or Prosecution</i>	***
38.06	<i>Escape</i>	***
38.07	<i>Permitting or Facilitating Escape</i>	***
38.09	<i>Implements for Escape</i>	***
38.10	<i>Bail Jumping and Failure To Appear</i>	***
38.11	<i>Prohibited Substances in Correctional Facility or on Property of Texas Department of Criminal Justice</i>	Narcotics
38.111	<i>Improper Contact With Victim</i>	Special Victims
38.112	<i>Violation of Protective Order Issued on Basis of Sexual Assault</i>	Special Victims
38.113	<i>Unauthorized Absence from Community Corrections Facility, County Correctional Center, or Assignment Site</i>	Robbery
38.12	<i>Barratry and Solicitation of Professional Employment</i>	White Collar Crimes



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<b>38.122</b>	Falsely Holding Oneself Out as a Lawyer	<b>White Collar Crimes</b>
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Penal Code	Offense	Follow-Up Unit
<b>38.123</b>	<i>Unauthorized Practice of Law</i>	<b>White Collar Crimes</b>
<b>38.13</b>	<i>Hindering Proceedings by Disorderly Conduct</i>	<b>Intelligence</b>
<b>38.14</b>	<i>Taking or Attempting to Take Weapon From Peace Officer, Parole Officer, or Community Supervision and Corrections Department Officer</i>	<b>Homicide</b>
<b>38.15</b>	<i>Interference with Public Duties</i>	<b>Homicide</b>
<b>38.151</b>	<i>Interference with Police Service Animals</i>	<b>Homicide</b>
<b>38.16</b>	<i>Preventing Execution of Civil Process</i>	<b>Homicide</b>
<b>38.17</b>	<i>Failure to Stop or Report Aggravated Sexual Assault of Child</i>	<b>Special Victims</b>
<b>38.171</b>	<i>Failure to Report a Felony</i>	***
<b>38.18</b>	<i>Use of Accident Report Information and Other Information for Pecuniary Gain</i>	<b>White Collar Crimes</b>
<b>38.19</b>	<i>Failure to Provide Notice and Report of Death Of Resident of Institution</i>	<b>Homicide</b>
<b>39.02</b>	<i>Abuse of Official Capacity</i>	<b>Intelligence</b>
<b>39.03</b>	<i>Official Oppression</i>	<b>Intelligence</b>
<b>39.04</b>	<i>Violations of the Civil Rights of Person in Custody; Improper Sexual Activity with Person in Custody</i>	<b>Special Victims</b>
<b>39.05</b>	<i>Failure to Report Death of Prisoner</i>	<b>Homicide</b>
<b>39.06</b>	<i>Misuse of Official Information</i>	<b>Intelligence</b>
<b>42.01 (#1-#11)</b>	<i>Disorderly Conduct</i>	<b>Homicide</b>
<b>42.01 (#12)</b>	<i>Disorderly Conduct</i>	<b>Special Victims</b>
<b>42.02</b>	<i>Riot</i>	<b>Intelligence</b>
<b>42.03</b>	<i>Obstructing Highway or Other Passageway</i>	<b>Intelligence</b>
<b>42.05</b>	<i>Disrupting Meeting or Procession</i>	<b>Intelligence</b>
<b>42.06</b>	<i>False Alarm or Report</i>	<b>Property Crimes</b>
<b>42.061</b>	<i>Silent or Abusive Calls to 9-1-1 Service</i>	<b>Homicide</b>
<b>42.062</b>	<i>Interference with Emergency Telephone Call</i>	<b>Homicide/SVU</b>
<b>42.07</b>	<i>Harassment</i>	<b>Homicide</b>
<b>42.072</b>	<i>Stalking</i>	<b>Homicide</b>
<b>42.08</b>	<i>Abuse of Corpse</i>	<b>Intelligence</b>
<b>42.09</b>	<i>Cruelty to Animals</i>	<b>Property Crimes</b>
<b>42.091</b>	<i>Attack on Assistance Animal</i>	<b>Property Crimes</b>
<b>42.10</b>	<i>Dog Fighting</i>	<b>Vice</b>
<b>42.11</b>	<i>Destruction of Flag</i>	<b>Property Crimes</b>
<b>42.12</b>	<i>Discharge of Firearm in Certain Municipalities</i>	<b>Homicide</b>
<b>42.13</b>	<i>Use of Laser Pointers</i>	<b>Homicide</b>
<b>43.02</b>	<i>Prostitution</i>	<b>Vice</b>
<b>43.03</b>	<i>Promotion of Prostitution</i>	<b>Vice</b>
<b>43.04</b>	<i>Aggravated Promotion of Prostitution</i>	<b>Vice</b>
<b>43.05</b>	<i>Compelling Prostitution</i>	<b>Vice</b>
<b>43.22</b>	<i>Obscene Display or Distribution</i>	<b>Vice</b>
<b>43.23</b>	<i>Obscenity</i>	<b>Vice</b>
<b>43.24</b>	<i>Sale, Distribution, or Display of Harmful Material to Minor</i>	<b>Vice</b>
<b>43.25</b>	<i>Sexual Performance by a Child</i>	<b>Vice</b>
<b>43.251</b>	<i>Employment Harmful to Children</i>	<b>Vice</b>



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<b>43.26</b>	Possession or Promotion of Child Pornography	Vice
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Penal Code	Offense	Follow-Up Unit
46.02	Unlawful Carrying Weapon	Homicide
46.03	Places Weapons Prohibited	Homicide
46.035	Unlawful Carrying of Handgun by License Holder	Homicide
46.04	Unlawful Possession of Firearm	Homicide
46.041	Unlawful Possession of Metal or Body Armor by Felon	Homicide
46.05	Prohibited Weapons	Homicide
46.06	Unlawful Transfer of Certain Weapons	Homicide
46.08	Hoax Bombs	Arson
46.09	Components of Explosives	Arson
46.10	Deadly Weapon in a Penal Institution	Homicide
46.13	Making a Firearm Accessible to a Child	Homicide
47.02	Gambling	Vice
47.03	Gambling Promotion	Vice
47.04	Keeping a Gambling Place	Vice
47.05	Communication Gambling Information	Vice
47.06	Possession of Gambling Device, Equipment, or Paraphernalia	Vice
48.01	Smoking Tobacco	Vice
48.015	Prohibitions Relating to Certain Cigarettes	Vice
48.02	Prohibition of the Purchase and Sale of Human Organs	Vice
49.02	Public Intoxication	Vice
49.031	Consumption or Possession of Alcoholic Beverages in a Motor Vehicle	Vice
49.04	Driving While Intoxicated	Traffic Investigation
49.045	Driving While Intoxicated with Child Passenger	Traffic Investigation
49.05	Flying While Intoxicated	Traffic Investigation
49.06	Boating While Intoxicated	Traffic Investigation
49.065	Assembling or Operating an Amusement Ride While Intoxicated	Traffic Investigation
49.07	Intoxication Assault	Traffic Investigation
49.08	Intoxication Manslaughter	Traffic Investigation
71.02	Engaging in Organized Criminal Activity	***
71.021	Violation of Court Order Enjoining Organized Criminal Activity	***
71.022	Soliciting Membership in a Criminal Street Gang	Gang Unit

C. Health and Safety Code:

Health and Safety Code	Offense	Follow-Up Unit
Chapter 481	Texas Controlled Substances Act	Narcotics
Chapter 482	Simulated Controlled Substances	Narcotics
Chapter 483	Dangerous Drugs	Narcotics
Chapter 485	Abusable Volatile Chemicals	Narcotics





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D. Transportation Code:

Transportation Code	Offense	Follow-Up Unit
<b>Chapter 521.457</b>	<i>Driving While License Invalid</i>	Traffic Investigation
<b>Chapter 545.420</b>	<i>Racing on Highway</i>	Traffic Investigation
<b>Chapter 550.021</b>	<i>Accident Involving Personal Injury or Death (FSRA)</i>	Traffic Investigation
<b>Chapter 550.022</b>	<i>Accident Involving Damage to Vehicle</i>	Traffic Investigation
<b>Chapter 550.023</b>	<i>Duty to Give Information and Render Aid</i>	Traffic Investigation
<b>Chapter 550.024</b>	<i>Duty on Striking Unattended Vehicle</i>	Traffic Investigation
<b>Chapter 550.025</b>	<i>Duty on Striking Fixture or Highway Landscaping</i>	Traffic Investigation
<b>Chapter 521.457</b>	<i>Driving While License Invalid</i>	Traffic Investigation

E. Alcoholic Beverage Code:

Alcoholic Beverage Code	Offense	Follow-Up Unit
<b>Title 4</b>	<i>Regulatory and Penal Provisions</i>	Vice

F. Education Code:

Education Code	Offense	Follow-Up Unit
<b>25.094</b>	<i>Failure to Attend School</i>	School District Attendance Office

G. City Ordinance:

City Ordinance	Offense	Follow-Up Unit
<b>#74025</b>	<i>Curfew Violation</i>	Juvenile Processing Office

H. Miscellaneous Incidents:

Miscellaneous Incidents	Offense	Follow-Up Unit
	<i>Accidental Shooting</i>	Homicide
	<i>Found Property</i>	Property Room
	<i>Lost Property</i>	Property Room
	<i>Missing Persons</i>	Juvenile Processing Office

### **.03 IMMEDIATE NOTIFICATIONS OF CERTAIN OFFENSES**

A. Officers **shall** immediately notify the proper follow-up investigative unit / Night CID when any of the following offenses occur:

1. Murder or Criminal Attempt to Commit Murder;
2. Robbery;
3. Aggravated Assault;



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4. Injury to Child, Elderly Individual, or Disabled Individual;
  5. Sexual Assault;
  6. Sex offenses involving juvenile victims;
  7. Trafficking of Persons
  8. Thefts or burglaries over \$20,000;
  9. Safe burglaries;
  10. Arson;
  11. Any felony offense in which an arrest has been made;
  12. Accidents involving a fatality or the Failure to Stop and Render Aid; or
  13. Any Class B misdemeanor offense or higher alleged to have been committed by an SAPD Officer.
- B. Any officer receiving information from a suspect, witness, or informant regarding any of the above listed offenses shall notify the proper follow-up investigative unit.
- C. Notification of an offense is made through the dispatcher, by telephone, or in person with the proper follow-up investigative unit for the following reasons:
1. To relay essential information regarding the offense; and
  2. To get direction on how the follow-up investigative unit would like the offense handled.
- D. If an offense occurs and the follow-up investigative unit is no longer on duty, the Night CID Unit shall become the interim follow-up investigative unit and proper notification will be made to the Night CID Unit in accordance with all procedures listed in this General Manual.
- E. After the Night CID Unit Detectives have gathered all reports and statements, they will forward them to the proper follow-up investigative unit no later than their end of tour of duty.
- F. If there is a disagreement between the officer with report responsibility and the detective from the follow-up investigative unit about the handling of an offense or the disposition of an arrested person, the following shall occur:
1. A supervisor from the follow-up investigative unit will make a ruling on the case because of the follow-up investigative unit's responsibility for filing criminal cases; or
  2. If the supervisor from the follow-up investigative unit is not available to make the decision on the handling of an offense or the disposition of an arrested person, a supervisor from the Night CID Unit shall make the ruling on the case; or
  3. If a supervisor from the follow-up investigative unit or the Night CID Unit is not available, the reporting officer's supervisor will make the ruling on the case.

### **.04 FOLLOW-UP UNIT FOR ASSISTING OUTSIDE LAW ENFORCEMENT AGENCIES**

- A. The Repeat Offenders Program Unit (ROP) is responsible for assisting outside law enforcement agencies regarding fugitives from their jurisdictions. The assistance could range from helping the outside agency locate and arrest a fugitive to locating suspects or witnesses the outside agencies needs to question. The ROP Unit shall either handle the request or forward the request to the proper follow-up investigative unit.





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- B. Any Department member, sworn or civilian, receiving information or requests from an outside law enforcement agency regarding a fugitive shall immediately relay the information to the ROP Unit Office.
- C. The duty hours of the ROP Unit vary. During non-duty hours of the ROP Unit, the Communications Unit Supervisor will take and relay any information regarding fugitives from other jurisdictions to an appropriate unit.