

Criminal Investigations Case Management

Index Code: 1605.2

Effective Date: 02/01/10

I. Purpose

The purpose of this directive is to establish guidelines for the management of criminal investigations.

II. Policy

It is the policy of the Office of the Sheriff to manage criminal investigations through a case management system to ensure the accuracy and completeness of criminal investigations.

III. Case Assignment

A. Cases forwarded to the Criminal Investigations Unit (CIU) will be assigned to the unit supervisor who will review the report completed by the initial deputy for accuracy and completeness.

B. If corrections or additional information is required the report will be returned to the initial deputy. Once the corrections have been made and/or the additional information included the report can be resubmitted to the CIU supervisor.

C. If the case falls under the criteria set forth in Index Code 1605, Criminal Investigations, the Criminal Investigations Unit Supervisor will assign the case to a detective for follow-up.

D. The CIU Supervisor will update the Case Management portion of the records management system (ICIS) to include the following:

1. Investigator Assigned
2. Date Assigned
3. Case Number
4. Supplemental Report Due Date

IV. Case File Management

A. After review of any reports assigned for investigative follow-up, the assigned detective will begin a working case file for each report, which will include the following:

1. All reports and related documents (i.e., MSP 67 form, forensic exam requests, etc.);

2. Any computer generated documents allowed by law;

3. Statements of suspects, accused, witnesses, etc.; and

4. Any arrest documents such as applications for charges or statement of charges.

B. Original copies of all reports and case related documents, compiled or completed by the assigned detective, will be forwarded to and maintained in the agency's Records Room along with the original case file.

C. All working case files will be kept current and maintained by the assigned detective in a file cabinet assigned specifically to the detective. These files will be accessible to the unit supervisor and other detectives in the event a file is needed in the absence of the assigned detective.

V. Purging Investigative Case Files

A. When the investigation of a case is concluded the file will be maintained under the control of the assigned detective until final case disposition.

B. Once immediate access to the information within the case file is no longer needed; any documents that are not part of the original case file will be forwarded to the clerical staff for filing.

VI. Follow-up Investigations

A. The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide for additional investigation in order to identify and arrest an offender and/or recover stolen property. In most cases detectives will be responsible for the follow-up of assigned investigations.

B. Detective responsibilities during the follow-up investigation may include, but are not limited to, the following:

1. Reviewing all information contained in the case file or preliminary investigative report concerning the offense;

2. Checking suspects' criminal histories;

3. Conducting surveillance if applicable. Surveillance may be used in the investigation of criminal activity when it is necessary to observe suspects or conditions in an unobtrusive manner. Surveillance often generates new or additional information involving crimes under investigation, creates intelligence information, and often leads to firsthand observation of criminal activity. All surveillance activity will be pre-approved by the unit supervisor, and conducted in a legal manner.

4. Identification and apprehension of the offender;

5. Collection and preservation of additional evidence, and arranging for the analysis and evaluation of the evidence;

6. Recovery and return of stolen property;

7. Conducting additional interviews of victims and witnesses, as required;

8. Conducting any additional interrogation of suspects, as required;

9. Conducting background investigations;

10. Seeking other information from law enforcement officers and confidential sources;

11. Comparing the modus operandi and property stolen to other reports to determine if other crimes may have been committed by the same suspect; and

12. Preparing cases for presentation in court.

C. After being assigned a case and reviewing all reports and associated documents, the assigned detective will contact the complainants and/or victims within twenty-four (24) hours of case assignment. Detectives will, when possible, attempt to schedule any interviews, line-ups, and other necessary appearances at the convenience of the complainants, victims, and witnesses. As with all criminal investigations the complainants, victims, and witnesses will be interviewed before

the suspect/accused, unless circumstances dictate otherwise.

D. Upon contact with complainants, victims, and witnesses, detectives will:

1. Verify the information contained in the original report, if not initiated by the detective, and obtain any additional pertinent information;

2. Determine if any additional evidence has been discovered since the initial report;

3. Provide information about available victim/witness services.

4. Provide advice about what to do if a suspect or suspect's companions or family threatens or intimidates him/her;

5. Provide the case number and information about subsequent steps in the processing and prosecution of the case, including the complainant's/victim's/witness's role in the case;

6. Provide contact information that can be used to report additional information about the case or to receive information about the status of the case; and

7. Arrange for the prompt return of any property taken as evidence where permitted by law or rules of evidence.

VII. Case Status

A. The unit supervisor will review all reports generated by the detectives under his/her command.

B. The unit supervisor will ensure sure that follow-ups are conducted on investigations assigned to detectives at least every 30 days the date last reviewed in the case management system (ICIS). Follow-ups on high profile cases and serious felonies will be conducted at least every 15 days.

C. The unit supervisor will determine the status of a case after the detective has completed their investigation or exhausted all leads. Cases will have one of the following statuses assigned after review by the unit supervisor:

1. Active/Open
2. Closed by Exceptional Means
3. Closed by Arrest

4. Inactive/Suspended
5. Unfounded

D. Once final disposition has been made, or all leads have been exhausted, the assigned detective will contact the complaint/victim and advise them the status of their case.

XIII.CALEA References: 42.1.3a, 42.1.3b, 42.1.3c, 42.1.3d & 42.1.3e.

IX. Proponent Unit: Criminal Investigations Unit

X. Cancellation: None

Sheriff R. Gery Hofmann III