



MANAGING CRIMINAL INVESTIGATIONS

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I. POLICY

It is the department's policy that commanders responsible for criminal investigations will establish and follow case management procedures to make the most effective use of limited resources. This directive describes minimum investigative case management procedures. The requirements of this directive apply to all supervisors and commanders who manage follow-up investigations of criminal matters.

II. CRIMINAL INVESTIGATION CASE MANAGEMENT

A. Case File Maintenance

Commanders will establish a system of case file management for the criminal investigation function, to include:

- 1. Types of records to be maintained
- 2. Accessibility to the files
- 3. Purging of files

Case files will be maintained on all cases in which investigative activities are ongoing. The case files provide an immediate information resource to investigators. The case files should contain a copy of preliminary investigative reports (all originals *or locator sheet will* be maintained in Central Records), records of statements, results of examinations of physical evidence, case status reports, and other reports and records needed for investigative purposes. These files, *except certain Major Crimes and Special Enforcement investigations*, should be consolidated into the Central Records system when the case is suspended or closed.

B. Administrative Case Designations

An administrative designation of "open", "suspended", or "closed" will be assigned to each case, as appropriate. "Open" means the case is assigned to an officer and investigative efforts are active. "Suspended" means all available leads have been exhausted but the case has not been brought to a conclusion and investigative efforts may resume. "Closed" means the case has been concluded (includes Closed by Exception, Closed by Arrest and Unfounded cases.)

C. Investigative Case Status Control

Commanders will use a case status control system for managing cases receiving follow-up investigation. At a minimum, the system will contain the date of complaint, type of complaint, investigator assigned, date assigned, case number, report due date, and case disposition.

D. Case Screening System

Commanders will screen each case individually to determine whether or not the case will be assigned to an investigator for further investigation. The objective of case screening is to apply available manpower to those investigations that have the best chance of being successful. Written criteria should specify how such screening is to be conducted, by whom, and what criteria (solvability factors) should be used. Screening of preliminary investigative information will assist in the decision on whether a follow-up investigation will be made. Examples of criteria include the availability of manpower, the degree of seriousness, and other solvability factors, such as:

1. Is a suspect identified or described in detail?
2. Are there any witnesses available?
3. Vehicle tag numbers/descriptions?
4. Other crimes with similar M.O.?
5. Physical evidence available?
6. Informant information.

In all cases where sufficient solvability factors exist to support a strong potential for successful clearance, the case will be investigated.

E. Criteria for Follow-up Investigation

The decision about the extent of follow-up investigation will be made at the management level, with input from operational personnel. Commanders will establish criteria for determining whether a case will be followed up and the resources to be used in the effort. The criteria will include the continued application of solvability factors and degree-of-seriousness factors to the investigative workload. Continuation of follow-up investigation will include a review of periodic reports of investigators on the progress of assigned cases.

F. Criteria for Case Assignment

In addition to solvability factors, the criteria used to assign cases for follow-up investigation will be based on one of the following:

1. Documented experiences of the department
2. Documented experiences of other law enforcement agencies
3. Research conducted within the department
4. Research conducted in other law enforcement agencies

G. Designation of Principal Investigator

Once assigned, the investigator receiving the assignment will be considered both the principal investigator and case coordinator, and therefore, will be accountable for the follow-up investigation.

H. Criteria for Suspending Investigations

Commanders will establish the criteria for suspending investigations. The criteria may include

1. Lack of further leads or solvability factors;
2. Unavailability of investigative resources, and/or
3. Insufficient degree of seriousness.

I. On-Call List

The *Special Service Bureau* Major Crimes Section *and Special Enforcement Section* supervisors will maintain a 24 hour on-call list of investigators. A copy will be made available to the Communications Section.

III. INVESTIGATIVE TASK FORCES

Criminals and their associates rarely recognize jurisdictional boundaries. Law enforcement officers, on the other hand, must constantly be aware of jurisdiction, authority, and venue. Because crimes can be committed by one group in many jurisdictions, an investigation can be better handled through a joint agency investigation organized into a task force. These investigative task forces reduce duplication of effort and serve to pool resources as well as increase productivity. Investigative task forces will be used when it is determined that the solution of crimes and apprehension of criminals would better be accomplished with their assistance.

When the department enters into an investigative task force, the authorizing official will prepare a written agreement for the Chief's signature. The agreement will contain the following information:

1. The purpose of the task force
2. Authority & responsibilities
3. Accountability
4. Resources available
5. Requirement for evaluation of results and continued necessity of the task force.

IV. BACKGROUND INVESTIGATIONS

Criminal investigations frequently involve background investigations of persons, particularly as they relate to white collar crime, organized crime, and vice activities. Additionally, the licensing of some businesses requires background investigations of persons. These investigations should be conducted discreetly and with special precautions. Commanders with investigative responsibilities in this area will establish procedures to be used in conducting background investigations, to include:

- A. Identifying the purpose of the investigation;
- B. Identifying potential sources of information;
- C. Using the information collected;
- D. Controlling the distribution of related records; and
- E. Purging the records.

This directive is not intended to include background investigations in the selection process.

V. PROPONENT UNIT: Criminal Investigations Division.

VI. CANCELLATION: This directive cancels Index Code 1626, dated 11-26-08.