

Criminal Investigations Case Management

Index Code: 1605.2

Effective Date: 02/01/10 Rev. 9/6/2022

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 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. 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.

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.

1. Detective responsibilities during the follow-up investigation may include, but are not limited to, the following: Reviewing all information contained in the case file or preliminary investigative report concerning the offense;
2. Checking suspect's criminal history;