4-01/005.00 - Case Management

Case Management is a program designed to improve the quality of criminal investigations conducted by the Department. This program fixes the responsibility for conducting preliminary investigations, establishes a criteria to determine if a followâ€˜up investigation by a detective should be conducted, establishes detective supervisory responsibilities, and identifies and establishes procedures for collecting data for managerial purposes. It will also aid in establishing effective crime analysis and directed patrol efforts.

The Department has identified 12 screening factors to determine if a followâ€˜up investigation should be conducted by a detective. The screening factors are:

- Suspect in custody;
- Suspect named/known;
- Unique suspect identifiers;
- Vehicle in custody;
- Unique vehicle identifiers;
- Writer/reviewer discretion;
- General suspect description;
- General vehicle description;
- Unique MO or pattern;
- Significant physical evidence;
- Traceable stolen property; and
- Multiple witnesses.

It has been determined that if any of the first five screening factors are present, there is a high probability that the case can be solved. The sixth factor provides, under limited conditions, the patrol deputy or reviewing sergeant an opportunity to require that a followâ€˜up investigation be conducted even though there appears a low probability of solution. When one or more of the first six screening factors are present, the case will be classified as "Active" and a followâ€˜up investigation by a detective will occur. It has been determined that if any, or even if all of the last six screening factors are present there is a low probability that the case can be solved, therefore, such cases usually will be classified as "Pending" and a followâ€˜up investigation will not be conducted.

New information may cause the "Pending" case to be reclassified as an "Active" case.

This program will help determine what investigative efforts are the most efficient and effective, making it possible for management to commit this Department's resources to those efforts. In addition, the Department will be able to define and standardize the investigative process and eliminate the duplication of work.