4-01/020.55 - Case Review by Supervisors

Supervisors of investigative units should develop a method of recording cases that will facilitate the review process. Monthly, supervisors should determine if cases are being closed out or being made inactive in a timely manner. When possible, they should endeavor to close out cases:

- When filed;
- When the expectancy of additional workable information and subsequent investigation is not feasible; or
- Subsequent to the preliminary hearing or after misdemeanor trial.

If necessary, supplemental information may be added to a closed case.

An active case not having additional developments within a 30-day period shall be made pending and closed by the appropriate supplemental report. Any exceptions will be noted by the investigator and approved by his supervisor. Pending cases may be reactivated by initiating a supplemental report.