

2005 - 1 CASE MANAGEMENT AND CASE ACTIVITY LOGS

PURPOSE OF ORDER

The purpose of this order is to unify and clarify the procedures for managing and tracking case activities during an investigation.

SCOPE OF ORDER

All OSS Bureau personnel.

ORDER

Upon assignment of cases, all personnel shall acknowledge the case assignment in the CLEATS program.

All OSS Bureau personnel shall maintain their cases in a chronological order and record case activity in the CLEATS Case Activity Log, which shall be attached on the inside left portion of each case file. In all cases, a Case Activity Log shall be complete including the date the specific case was assigned, all activities conducted throughout the course of the investigation (e.g., witness/suspect/victim interviews, DA filings, DA rejects, etc...) and any final closure notes.

Each sergeant shall review the Case Activity Log when the case is closed, in order to ensure it is complete. Any case which extends beyond 60 days shall have a log entry into CLEATS indicating an extension by the investigator. Any case which extends beyond 90 days shall have a sergeant's signed approval on an extension supplemental report. The extension supplemental report shall document all reason(s) why the case needed to be extended and the expected date of completion.

Additionally, all cases shall be maintained in a complete file. All photographs and documentation shall have the file number attached. Photographs will be placed inside of an envelope within the case folder. All cases shall continue to be tracked in the CLEATS, CalGang, and LARCIS databases.

Team sergeants shall utilize CLEATS to manage and review their respective teams' cases. The review process will give team sergeants the ability to determine if cases are correctly investigated and closed out, or made "Inactive" in a timely manner. When possible, the team sergeant shall ensure cases are closed out when they are filed. When cases lack workable information and subsequent investigation is not feasible, the team sergeant shall ensure those cases are inactivated. Any case can be re-opened and/or re-assigned at any time, shall any new workable information arise.

Area lieutenants shall review the open assigned LARCIS report every month. The area lieutenants shall audit and thoroughly review all open/active cases that extend beyond 120 days. Upon review of these 120 day cases, the area lieutenant shall ensure the cases have been properly updated (including case journal, extension supplemental reports, and investigation), or if appropriate, properly closed out.

Current Department policy relating to case management can be found in the "Manual of Policy and Procedures and under the following sections:

- **4-01/005.20 RESPONSIBILITY OF THE DETECTIVE SERGEANT**
 - **4-01/005.25 RESPONSIBILITY OF THE INVESTIGATING DETECTIVE**
 - **4-01/020.55 CASE REVIEW BY SUPERVISORS**
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