2005 - 1 CASE MANAGEMENT AND CASE ACTIVITY LOGS

PURPOSE OF ORDER

This is to standardize and clarify procedures for managing and tracking case activities during an investigation.

SCOPE OF ORDER

This order applies to all Operation Safe Streets (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 chronological order and record case activity in the CLEATS Case Activity Log, which shall be attached to the inside left portion of each case file. In all cases, the 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, and victim interviews; District Attorney (DA) filings, DA rejects, etc...) and any final closure notes.

Each sergeant shall review the Case Activity Log upon case closure to ensure it is complete. Any case extending beyond 60 days shall include a log entry into CLEATS indicating an extension by the investigator. Any case which extends beyond 90 days shall require a sergeant's signed approval on an extension supplemental report. The extension supplemental report shall document all reason(s) for the case extension and the expected date of completion.

Additionally, all cases shall be maintained in a complete file. All photographs and documentation shall include the file number. Photographs shall 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 allows team sergeants to determine whether cases are correctly investigated and closed out or designated as "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 further investigation is not feasible, the team sergeant shall ensure those cases are inactivated. However, if any new workable information arises, a case may be reopened and/or re-assigned at any time.

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

Current Department policy regarding case management can be found in the "Manual of Policy and

Procedures," 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**