

WASHINGTON COUNTY SHERIFF'S OFFICE

PATROL OPERATIONS CASE ASSIGNMENT MANUAL

PATROL CASE ASSIGNMENT SUPERVISOR RESPONSIBILITIES **REV. 11-03-10**

The case assignment supervisor has the following responsibilities:

- Review cases assigned by the Investigations Division sergeants for follow-up by patrol members
- Assign cases to individual patrol members
- Enter cases into the electronic case management system
- Track cases to ensure that follow up is completed in a timely manner
- Review the follow-up reports and clearance codes
- Promptly enter the appropriate case clearance codes in the case management system

CASE ASSIGNMENT

REV. 12-07-07

Cases are assigned electronically to patrol members for follow-up investigation. All active cases will be assigned to one patrol member as the "lead investigator". The lead investigator may or may not be the deputy who took the initial report.

The lead investigator will prioritize their own workload and make appropriate decisions on the course of the investigation and the need for assistance. All active cases and cases cleared by arrest that require immediate follow-up will be considered priority cases. Requests for additional assistance on a case must be approved by a supervisor as soon as practical or immediately after the need is identified.

TRANSFERRING CASES

Cases will not be transferred to another investigator without a supervisor's approval. Supervisors will ensure that the transfer of cases is immediately documented in the electronic records tracking system.

THOROUGH INVESTIGATION

REV. 12-07-07

Each deputy must ensure that assigned cases are investigated to successful completion, or re-classified to inactive status within established deadlines. Refer to policy

- Review and analysis of all reports prepared in the preliminary investigation
- Additional interviews/interrogations of victims, witnesses, and suspects
- Review of department records
- Seeking additional information from department personnel and informants;
- Review of laboratory examination results
- Planning, organizing and conducting searches
- Collecting physical evidence
- Conducting surveillance
- Identifying and apprehending suspects
- Determining involvement of suspect(s) in other crimes, and establishing suspect(s)' criminal histories
- Dissemination of information, as appropriate

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- Preparing cases for court presentation
- Assisting in prosecution

Contacting a victim, complainant or witness for a second time, after the lapse of several days, may result in the receipt of information leading to the resolution of a case, and should be attempted whenever possible. In addition, victims of crimes have an expectation that they will be kept informed of the status and progress of an investigation.

REQUESTING TIME EXTENSIONS

REV. 11-03-10

If it appears that a follow-up investigation is going to take more than 60 days to complete, deputies must request an extension in writing. The request should be submitted to the case assignment supervisor prior to the expiration of the initial 60-day assignment period.

Time extension requests should include the following information:

- Investigating deputy's name
- Case number
- Case type
- Date assigned
- Reason for extension
- Estimated additional time needed

MAINTAINING CASE FILES

REV. 12-07-07

The official file for all cases is electronic. When deputies are working a particular case, update reports and new evidence are normally submitted by the end of shift and notes are kept in their notebooks. However, if the need arises for a detailed case book or file, the deputy will maintain all documentation for the case in a current, easily understood manner. The deputy performing the casework will document the investigation sufficiently to allow another person to continue with the case if the deputy were unable to do so personally. Deputies will store case files in the deputy's respective work area when off duty.

TRACKING ASSIGNED CASES

REV. 11-03-10

Deputies are expected to complete follow-up investigations within 60 days. The Case assignment supervisor will review patrol case assignments every two weeks to determine if progress is appropriate.

At least every two weeks, the case assignment supervisor will generate and post a current case assignment list at headquarters and east. At a minimum, the report will include the name of each deputy, the cases assigned to each deputy, and the date each case was assigned.

FOLLOW-UP ON DOMESTIC VIOLENCE CASES

EFF. 11-03-10

Deputies will give priority to probable cause cases involving a domestic violence suspect who is at large. In felony cases, deputies will attempt to secure an arrest or to take the case to grand jury for indictment within 7 days. In misdemeanor cases, deputies will look for the suspect and attempt to obtain a warrant within 21 days.

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CLEARING ASSIGNED CASES

REV. 12-07-07

To clear a case, the lead investigator will submit the original report for supervisor approval, and place a copy of the report in the "cleared cases" basket in the assigned area. When clearing cases, deputies will use the status codes listed in the Report Writing Manual.

The case assignment corporal will verify that the suggested clearance code is appropriate and immediately update the records management system.

APPROVED:

Commander Jeff Mori
Patrol Division

Dated: November 3, 2010