
**Section: THREE
Chapter: TWENTY**

SUBJECT: Case Management
ISSUE DATE: 03-20-16
REFERENCE: NYSA 50.1, 50.3

I. CASE SCREENING

- A. The purpose of this General Order is to establish a formal procedure for the assignment, investigation and termination of cases investigated.
- B. All reports will be reviewed by the Sergeant/Chief. In order to assist in determining whether a follow-up investigation will be made, the supervisor will use a system of case screening. The system is based upon solvability factors in order to apply available manpower to those offenses that are most likely to be cleared.
- C. In addition to the above, the supervisor may authorize a follow-up investigation despite the absence of sufficient solvability factors. The following guidelines shall be used.
 - 1. When public safety is an issue.
 - 2. Related incidents.
 - 3. Same victim.
 - 4. Impact on the Village.
 - 5. Seriousness of the crime.

II. ASSIGNMENT OF CASES

- A. Cases will be assigned based on the existence of one or more solvability factors, when the possibility exists that solvability factors may be developed through further investigation or when deemed necessary by the supervisor.

III. DOCUMENTATION OF CASE ASSIGNMENTS

- A. The investigating officer in a criminal case will :
 - 1. Assign each investigation a case file.
 - 2. Record on front of the case folder, the name of the victim and location of the incident, the date the incident was reported, type of investigation (crime, etc.), officer(s) assigned, and the CR number.
 - 3. All case files will be filed in the Case File cabinet when not being actively followed-up by the investigating officer(s). No case files will be stored in officers' lockers, mailboxes or briefcases.

- B. Once assigned a case, the officer will conduct a thorough investigation including but not limited to the following:
 - 1. Review and analyze all previous reports prepared during the preliminary investigation.
 - 2. Conduct additional interviews and or interrogation of victims, witnesses, or suspects.
 - 3. Review departmental and other such records for possible leads.
 - 4. Seek additional information from other sources such as other officers or informants.
 - 5. Determine involvement of suspect(s) in other crimes.
 - 6. Check suspects' criminal history
 - 7. Prepare case for court presentation by consulting with the A.D.A., etc.
- C. The officer assigned the case will be the primary investigator and is responsible for the development of an investigative plan and all reports and documents related to the case. Each officer will record case progress on addendum reports, which will be submitted and reviewed by the officer's supervisor.
- D. All reports, record checks, data base checks, addendums, arrest and court documents, admissions, 710.30 forms, DA receipts, chain of custody forms and any other documents pertaining to the case will be copied to the case file.

IV. CASE STATUS, TERMINATION AND COMPLETION

- A. The Sgt/Chief shall oversee the management of cases under investigation. He will, on a regular basis, review the open case files and determine the status or change in status of each case. The decision will be based on consultation with, and information provided in periodic progress reports by, the investigating officer.
- B. Status Classes
 - 1. Open--Indicates a case is assigned and is actively being investigated.
 - 2. Closed--Indicates a case has been satisfactorily concluded by one of the following:
 - a. Arrest--Case closed by the physical arrest of the suspect involved.
 - b. Arrest, Warrant obtained--Case closed, warrant pending for suspect. Suspect is unable to be located for physical arrest.
 - c. No Prosecution--The suspect has been identified and no prosecution is initiated.
 - d. Unfounded--Reported condition never existed or occurred.
 - 3. Office--No additional solvability factors present. Nothing in this closure classification prevents the investigation from being reopened in the event further information becomes available.
 - 4. Once completed, the case management Sergeant will record the following information in the Case Management System.
 - a. Date investigation is concluded.
 - b. Type of case closure.
 - c. Charges placed against suspect.
 - d. Name and date of birth of the suspect.

When practical, crime victims will be notified as to any change in status in the designation of their case. Notification will be made as soon as possible either in writing or by oral communications and such will be noted in the case file.

By the Order of:

David B. Smith
Chief of Police