

HARRISON TOWNSHIP POLICE DEPARTMENT STANDARD OPERATING PROCEDURE		
SUBJECT: CRIMINAL CASE MANAGEMENT		
EFFECTIVE DATE: November 28, 2018	NUMBER OF PAGES: 4	
ACCREDITATION STANDARDS: 4.1.1	BY THE ORDER OF: Chief of Police Thomas Mills	

PURPOSE: The purpose of this written directive is to provide an organized method of reviewing, organizing and tracking the progress and disposition of cases assigned for investigation. This information is invaluable in assessing the effectiveness of investigative efforts and methods.

POLICY: Successful investigations are based on fidelity, accuracy and sincerity in lawfully searching for the true facts of an event under investigation and on an equal accuracy, faithfulness, and probity in memorializing the results of an investigation. It is the policy of the Harrison Township Police Department to investigate criminal cases to the fullest extent possible and to present defendants for prosecution as directed by other elements of the criminal justice system. The Harrison Township Police Department shall use the resources available to adequately measure the assigned caseload, clearance rate and disposition of cases assigned to personnel for follow-up investigation.

PROCEDURES:

I. CASE SCREENING

- A. The Patrol Supervisor or designee shall screen all criminal reports generated by their shift personnel for follow-up assignment or closure at the preliminary investigation stage based upon solvability factors.
- B. The Patrol Supervisor or designee shall consider the seriousness and complexity of each case and reach a decision concerning the appropriate number of personnel to assign to a case.
 - 1. There shall be only one detective/officer assigned primary responsibility as the "lead investigator" for each assigned case.
 - 2. The assignment of additional detectives/officer is intended to provide investigative support to the lead investigator.
 - 3. The Patrol Supervisor or designee shall coordinate the distribution of work on any case having more than one detective/officer assigned.
- C. In reaching a decision on whether or not to assign a case for follow up investigation, the Patrol Supervisor or designee shall consider the following solvability factors of the case:
 - 1. Were there witnesses to the crime?
 - 2. Can a suspect be named?
 - 3. Can a suspect be located?
 - 4. Can a suspect be described?
 - 5. Can a suspect be identified?
 - 6. Was the suspect previously seen?
 - 7. Can the suspect's vehicle be identified?
 - 8. Is the stolen property traceable?
 - 9. Is a significant modus operandi present?
 - 10. Is significant physical evidence present?
 - 11. Was there opportunity for anyone but the suspect to commit the crime?
 - 12. Is there some other significant reason to believe that the crime may be solved with a reasonable amount of investigative effort?
 - 13. Severity of the case vs. caseload.
 - 14. Degree of crime (injuries to the victim, weapon used, pattern of crime).

D. Proactive Case Assignments

1. Nothing in this written directive shall be construed to prevent the Patrol Supervisor or designee from assigning investigative personnel to generate an investigation based upon criminal activity patterns or confidential leads.

II. CASE MANAGEMENT

- A. The Patrol Supervisor or designee shall be responsible for the swift and proper management of cases during their shift that have been assigned for investigation.
- B. The Patrol Supervisor or designee shall record case assignments during their shift through the case management flag in the RMS system.
- C. The following case disposition designators shall be applied to each case, as applicable.
 1. 2 - Unfounded
 2. 3 - Exceptional Clearance
 3. Adm - Administratively Closed
 4. AO - Active Open
 5. BI - Bureau Investigation
 6. CL - Closed Clear Arrest
 7. CMC - Closed
 8. CMR - CM-Review
 9. CMS - CM Suspend
 10. PI - Patrol Investigation

III. CASE FILE RECORDS

- A. Reports maintained in the case file may minimally include: investigatory type reporting, evidence type reporting, statements, and any and all pertinent documents relating to the case to include case notes as described below:
 1. Contemporaneous notes, whether handwritten, typed, entered into an electronic note-taking device or audio recorded, that describes or memorializes the note taker's personal perception of what transpired in the course of a witness interview or that memorializes the officer's personal observations at the scene of the crime of the first, second, third, or fourth degree under New Jersey law, whether committed by an adult or a juvenile.
- B. Access to the active investigative case files shall be available to only investigative personnel, and others as determined by the Patrol Supervisor or designee.

Sensitive case file information shall not be left unattended allowing for unauthorized viewing.

C. Internal Disposition of Criminal Case Files

1. Electronic records shall be archived/maintained in the Records Management System (RMS).
2. External Records
 - a. All original supporting reports/notes/documents/records obtained during the investigation shall be immediately scanned and uploaded to the case folder in the RMS.
 - b. Any working copies of the original reports may be maintained in the investigators file and destroyed upon case closure.

D. Procedures for the destruction of agency criminal investigation files shall be in accordance with the New Jersey Administrative Code and applicable records retention schedule.