

PALM BEACH GARDENS POLICE DEPARTMENT		
CRIMINAL INVESTIGATIONS CASE FILES		
POLICY AND PROCEDURE 4.2.2.7		
Effective Date : 07/14/2015	Accreditation Standards: CALEA 42.1.3 CFA 18.01	Review Date: 07/01/2016

PURPOSE: To establish a system of case file maintenance for the Investigations Bureau.

SCOPE: This policy applies to all Investigators (Detectives\Agents).

REVIEW RESPONSIBILITY: Investigations Bureau Major

POLICY: Case files should be maintained on all cases in which investigative activities are on-going. The case files provide an immediate information resource to investigators. The case files should contain a copy of preliminary investigative reports, records of statements, results of examinations of physical evidence, case status reports, and other reports and records needed for investigative purposes.

PROCEDURE

- a. Types of records to be maintained by investigators shall include preliminary investigation reports pertaining to the assigned case. Original case documents will be filed with the Records Section on an on-going basis.
- b. Accessibility to files will be authorized by the appropriate supervisor for those investigators who need to know or for those who may benefit from such case files. Files will be accessible via the appropriate supervisor.
- c. Each investigator shall control and maintain their assigned case files for all opened cases, unless the assigned case can be designated as closed, exceptionally cleared, inactive, or unfounded.
- d. If such case is designated as aforementioned, all case originals shall be forwarded to the Records Section via the appropriate supervisor.
- e. Investigations Bureau supervisors may review an investigator's log book.
- f. Physical evidence shall be maintained by the Evidence Custodian.
- g. All or any photographs related to or requested by the assigned investigator will be maintained in secured photo files.
- h. The purging of such original case files, supplements and pertinent information shall be in accordance with the State of Florida Records Retention Schedules.
 - i. Copies of records and of pertinent case documents may be maintained by the assigned investigator at their discretion.

INDEX AS:

- CRIMINAL INVESTIGATIVE CASE FILES

RESPONSIBILITY INDEX

- INVESTIGATIONS SUPERVISORS
- INVESTIGATORS
- EVIDENCE CUSTODIAN

DRAFTED: SDD / 07-14-15 FILED: 4.2.2.7.pdf

APPROVED:



Stephen J. Stepp
Chief of Police

07/14/2015
Date