

PALM BEACH GARDENS POLICE DEPARTMENT		
CASE ASSIGNMENT CRITERIA		
POLICY AND PROCEDURE 4.2.2.8		
Effective Date : 07/06/2015	Accreditation Standards: CALEA 42.1.2, 42.2.4 CFA	Review Date: 07/01/2016

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- 1. Assignment Criteria**
- 2. Case Closure Criteria**

PURPOSE: To establish guidelines and criteria for assigning cases to investigators (detectives/agents) for follow-up investigation.

SCOPE: This policy and procedure applies to all Investigators.

REVIEW RESPONSIBILITY: Investigations Bureau Major

POLICY: The commitment of time and resources to criminal investigations will be the authority of the Investigations Bureau Major. Investigations Bureau Sergeants are delegated the responsibility of case assignment which shall be determined on the basis of established solvability and degree of seriousness factors. The Investigations Bureau Major may also direct for assignment those cases of a serious or community sensitive nature.

1. ASSIGNMENT CRITERIA

- a. Copies of all reports shall be distributed to the appropriate investigative units for processing:
 - i. Investigations Bureau.
 - ii. Tactical Crime Suppression Unit
 - iii. Community Involvement Unit, if appropriate.
- b. Sergeants handling follow-up investigations or assignment will be responsible for determining the initial degree of attention to be given to individual reports which are forwarded to their respective unit.
- c. The evaluation, screening, and review of all case reports shall be completed through the initial review of various field reports by Sergeants of the Investigations Bureau. Sergeants shall routinely review reports to gain a synopsis of a case and pertinent information to assist in determining case assignment or appropriate action to be taken on a particular case.
- d. Each investigator assigned a case shall review all pertinent reports and information available. Unless otherwise directed by an appropriate Sergeant, cases assigned for follow-up investigation will be the responsibility of one investigator.
- e. Sergeants shall maintain a computerized file system of record on each initial case assignment which will serve as a case file management system to include:
 - i. Case status.
 - ii. Administrative designations for each case.
 - iii. Types of records maintained.

- iv. Who's accessible to files?
- v. Purging of files, this will be done only by the approval of the Investigations Bureau Major under the direction of the Records Manager and the appropriate records retention/ destruction laws and policies.
- f. Criminal investigations which are major, long-term, and very significant or involves more than one investigator, and of which exceed the scope of initial reporting and follow-up will incorporate checklists to ensure critical investigative details are not overlooked. The appropriate Sergeant may monitor the application and use of checklists as they relate to assigned cases.
- g. Investigative efforts will be inactivated (suspended) where leads or solvability factors no longer exist. Such solvability factors include, but are not limited to:
 - i. Arrest made?
 - ii. Suspect named?
 - iii. Suspect described?
 - iv. Suspect locatable?
 - v. Suspect vehicle described?
 - vi. License number known?
 - vii. Witness to crime?
 - viii. The seriousness or extent of injury or substantial property loss?
- h. Also, solvability factors may be used as the basis for assigning cases for follow-up investigation. If such factors fail to produce meritorious investigative leads within a thirty (30) day period, the investigation may be deemed inactive.
- i. At the direction of the Investigations Bureau Major, cases may be assigned where conditional solvability factors exist for follow-up investigation, which may include historical/documented experiences by:
 - i. The Department, other local departments through research or research through other local departments.
- j. The appropriate Sergeant shall evaluate the available resources used for follow-up investigations by each investigator, their workload and progress made on assigned cases. Workload evaluations may occur at least weekly or more often as circumstances dictate.
- k. Workload/case evaluations will include the on-going application of solvability and degree of seriousness factors. The purpose of such evaluations is to assess demands on operational resources as they relate to on-going investigations.
- l. Investigators and the Crime Analyst will periodically attend patrol roll-call briefings for updates and information sharing purposes.
- m. A report may be forwarded to an investigator with an information ("info") notation, which indicates:
 - i. no workable leads,
 - ii. no contacts required for the sake of this report or
 - iii. report should be read for the value of information to assist in other reports (patterns, MO, etc.).
- n. All felony arrests shall be reviewed by the appropriate Sergeant to assure uniformity in case processing.

2. CASE CLOSURE CRITERIA

- a. When all tasks associated with the investigation have been completed, the investigator shall close the case in accordance with established criteria.
- b. The investigator shall provide copies of all related police reports to their Sergeant for review.
- c. The Sergeant shall review the documents to ensure that all work has been completed and the proper case closure has been selected. Once the case closure has been approved, all appropriate information will be logged into the computerized case management system.
- d. As a general rule, most cases should be closed within sixty (60) days. Sergeants shall monitor cases that exceed this limit to determine the status of the investigation.
- e. All cases not assigned and all cases assigned which fail to meet a satisfactory conclusion within thirty (30) days or receive a thirty (30) day extension may be termed inactive.
- f. A decline to prosecute may be inactivated, cleared by arrest, or exceptionally cleared depending upon the nature of the call.

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APPROVED:

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Date