


AURORA POLICE DEPARTMENT

DIRECTIVES MANUAL

08.37	Title: CASE INTAKE PROCEDURES	
	Approved By: Nick Metz, Chief of Police	
	Effective: 04/23/2008	Revised: 11/29/2017
	Associated Policy:	
	References:	
Review: Major Investigations Section Lieutenant		Page 1 of 4

8.37 CASE INTAKE PROCEDURES

8.37.1 Case Screening

Case reports are routed to the Major Investigations Section from the Records Section or Operations Division through Versadex. These reports are listed in the various Unit sergeants' queues as open cases routed to their Unit for follow-up investigation. As a general rule, Major Investigations Section detectives will investigate only felony cases. This does not preclude the need for commanders or supervisors from assigning misdemeanor cases to detectives for follow-up and filing.

Cases which most appropriately should be handled by another investigative section or other component of the Department, will be coordinated with the respective supervisor/commander of that Bureau/Section/Unit, and then routed accordingly, via Versadex.

8.37.2 Standard

Detective sergeants will adhere to the following standards and priorities when screening cases for follow-up investigation. In descending order, cases will be assigned as follows:

1. Sergeants will first determine if the case has been appropriately routed under Versadex, i.e., felony or other unit-specific case, as enumerated in unit guidelines.
2. Jail cases/bond returns: priority will be given to jail cases where suspects are held for bond. These cases should normally be assigned the first morning after Versadex notification, to the sergeant, due to bond return deadlines from the District Attorney's Office.
3. Juveniles held for formal detention (Foote Center, Mount View, Adams County, or intermediate sanctioned facility) will receive the same priority as jail/bond cases, as noted above.
4. Jail cases-already bonded: the next highest priority will be given to cases where suspect(s) were arrested on probable cause, then bonded, or were released from the Detention Center.

8.37.3 Priorities

When the above priorities are not met, sergeants will consider the following factors when prioritizing and deciding whether to assign cases. Every effort will be made to conduct follow-up investigations on these cases.

1. Suspect(s) named/identified
2. Suspect(s) not identified:
 - Potential for violence
 - Pattern offenses
 - Potential for extensive loss
 - Community interest
 - Solvability factors for all other screened cases:
 - Witness to the crime
 - Physical evidence
 - Significant MO or physical description
 - Availability of investigative resources
 - Amount of workload compared to detective availability
 - Internal and outside agency documents and information
 - Available expertise
3. Command review of prioritization

8.37.4 Case Logging

Versadex routes incoming cases to the detective sergeants. Sergeants will also check the Detention Center daily population log to assure that in-process prisoners are noted in the work process. Hard copy reports may then be obtained from the Records Section.

Detective sergeants will screen and then log cases as opened (assigned to detective), closed, or inactive.

Detective sergeants will log case assignments to detectives through Versadex assignment. Hard copies of the case assignment sheet will be given to each detective. Sergeants will monitor case workload for their Unit and assure equitable case distribution in both numbers and complexity of cases. They may do this either through frequent Versadex review of Unit workload or manual tracking methods.

As case investigations are completed, detectives will route their work product through their respective sergeant. After approval, sergeants, or their designee (usually unit administrative assistant) will assure that case disposition is entered into Versadex for both internal and external (NIBRS) clearance.

Case agents will insure that upon the final disposition, to include appellate issues that the case files will be purged as follows.

1. All case evidence pertinent to the case is properly added to the respective repositories (DIMS, COBAN, Versadex and/or Property and Evidence).
2. Any copies or duplicate reports/images/recordings that have been maintained by the agent for individual use in preparing the case will be purged by shredding if hardcopy or deleting if electronic.

8.37.5 Case Tracking for all 18th Judicial District Case Files and Warrants

The following procedures are to be used when filing cases in the 18th Judicial District. Cases filed in the 17th Judicial District have no “special” tracking requirements attached to them.

As investigations are completed and cases presented to the Arapahoe County District Attorney’s Office for formal criminal filings, detectives and supervisors will follow and track the case progression through the District Attorney’s Office in Versadex. Once a case filing has been delivered in the form of a signed warrant affidavit to the Arapahoe County District Attorney’s Office the lead detective will conduct the following steps:

1. The filing detective will complete a supplemental report titled “DA Review” that will state that the District Attorney’s Office was forwarded the case and include the date the case was submitted. The supplemental report will be used to add any additional information, pertaining to case tracking, once the case has been submitted.
2. Detectives filing cases involving sexual assaults, jail cases (in custody), any rush case, or any Victim’s Bill of Rights (VBR) cases will hand deliver them to the District Attorney’s Office to ensure that the cases were submitted and accepted. All other cases will be delivered to the District Attorney’s Intake Division.
3. The filing detective will track the status of the case through the Colorado State Courts Data Access program at <https://www.jbits.courts.state.co.us/pas/pubaccess/index.cfm>. Once the case has been accepted and filed with the court, the filing detective will make note of the acceptance date in their supplemental report titled “DA Review.” The filing detective will then check CCIC once per week to determine if the arrest warrant has been entered into the statewide CCIC system. Once the warrant has been entered in the CCIC system, the filing detective will make note of the warrant’s status in his/her supplemental report and complete the “Case Disposition” sheet and forward to his/her supervisor so that all necessary changes in Versadex can be made for tracking.

Once the arrest is made, the filing detective will complete the Arrest Information Update form (APD Form 194) and forward the form to his/her administrative assistant so that Versadex can be updated to reflect the arrest. This step is required to maintain

accurate clearance/arrest records with both the Aurora Police Department and the Colorado Bureau of Investigation.

4. The filing detective's immediate supervisor will monitor the above procedures to ensure proper tracking.