


FORT SMITH POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	Case Screening System		
NUMBER	1106.02	EFFECTIVE DATE	November 15, 2001
SCHEDULED REVIEW DATE	Annually beginning February 1	ISSUE DATE	November 15, 2001
DATE REVIEWED		REVISION DATE	September 22, 2016
APPROVED BY		CALEA STANDARDS	LE 42.1.2; LE 42.2.7; LE 82.1.5

I. Purpose and Scope

- A. The purpose of this policy is to establish a case screening system and to define the criteria for continuing and/or suspending an investigation.

II. Policy

- A. The objective of a case screening process is to assist Criminal Investigations Division (CID) supervisors in deciding which cases to assign to an investigator for follow up. With limited manpower and resources, not every offense reported to the Fort Smith Police Department (FSPD) can or should be assigned. Those investigations that have the best chance of being successfully concluded should be identified and assigned. It is the policy of the FSPD CID supervisors review all reported offenses for the purpose of case screening.

III. Procedure

- A. A CID supervisor or their designee, using case screening and established solvability factors, will review all reported offenses. These factors, along with type of crime and investigator caseload, will assist the CID supervisor in deciding if the case should be assigned, and to whom.
- B. A CID supervisor may utilize the Case Management module of the FSPD's Incident Crime Information System (ICIS) to facilitate the screening process. Within this module, the CID supervisor may use the solvability screen to assess or "score" the cases. This component of the module contains information about the investigator assigned to the case, the CID supervisor in charge of the case, and the solvability factors of the case.
- C. The solvability field contains a series of 12, one-character fields indicating the presence or absence of 12 solvability factors. The 12 solvability factors include:
1. Arrest – Has an arrest been made?
 2. Witness – Were there any witnesses to the crime? Can they describe the suspect?
 3. Suspect Identified – Can victim or witness positively identify the suspect?
 4. Suspect Name – Can the suspect be named? Do you have information from a reliable source that provides the name?

Page 1 of 3	Effective Date: November 15, 2001
Subject: Case Screening System	Number: 1106.02

5. Suspect Location – Can the suspect be located? Do you have information from a reliable source as to where the suspect can be found?
 6. Suspect Description – Can the suspect be described? Can the victim or witness describe the suspect?
 7. Suspect Vehicle – Can the suspect's vehicle be identified? Can either the victim or a witness positively identify the suspect's vehicle?
 8. Trace Stolen Property – Is stolen property traceable? Do you have serial numbers, owner applied numbers, or some other method of tracing the property?
 9. Significant Modus Operandi (M.O.) – Is there a significant M.O. present? Does the M.O. fit the pattern of a certain individual or group of individuals? Is the M.O. the same as other cases of similar nature that are being investigated?
 10. Physical Evidence – Is there significant physical evidence present to assist in identifying a suspect?
 11. Judged Reasonably Solvable – Is there some other reason to believe that this crime might be solved with a reasonable amount of investigative effort?
 12. Supervisor Priority – Is there an administrative or supervisory priority for investigating this case?
- D. Each of these factors contained in the "Solvability Box" just described has been assigned a numerical value or "weight." The following list of scoring weights has been assigned to the individual factors.
1. Arrest – 20 points
 2. Witness – 15 points
 3. Suspect Identified – 15 points
 4. Suspect Name – 10 points
 5. Suspect Location – 5 points
 6. Suspect Description – 5 points
 7. Suspect Vehicle – 10 points
 8. Trace Stolen Property – 10 points
 9. Significant M.O. – 10 points
 10. Physical Evidence – 10 points
 11. Judged Reasonably Solvable – 10 points
 12. Supervisor Priority – 25 points
- E. After deciding to assign the offense report, the CID supervisor should access the Solvability Factor screen and check any fields that apply. Each field that applies will automatically be

Page 2 of 3	Effective Date: November 15, 2001
Subject: Case Screening System	Number: 1106.02

scored with each field added to represent an aggregate total. If this total equals 25 or more points, then the case may be assigned to an appropriate investigator.

- F. After assigning the case to an investigator, the CID supervisor in charge of the case will perform an initial review of the case within thirty (30) days from the date of assignment. From this point on the CID supervisor in charge of the case will determine how often to review the case based on the type of offense and circumstances involved.
- G. Upon reviewing a case the CID supervisor in charge of a particular case will determine whether to suspend the investigation based on progress made, new information gathered, and contact with witnesses and the victim. If, upon reviewing the solvability factors of the case, it is determined the case is unsolvable, the investigation will be suspended.

IV. Cold Cases

- A. A cold case is any criminal investigation by a law enforcement agency that has not been solved for (generally) a least one year and, as a result, has been temporarily suspended from further regular investigations. Once a case has been deemed “cold”, it may be considered “temporarily inactive” for such reasons as a lack of fruitful leads or fresh evidence. Cold cases may be reinstated and or reopened for follow-up investigation at the discretion of the CID Commander, Assistant Commander, or Crimes Against Persons supervisor.
- B. All cold case homicides will be assigned to investigators currently assigned to CID. All other types of cold cases (any case over one year old and having met the above listed case screening criteria) remain assigned to their original investigator as long as they remain a member of CID. If the original investigator leaves the division and new information is developed and/or new technological advancements present an opportunity for the case to be solved, the case will be reassigned to another investigator.
- C. All investigative activities taken in a cold case investigation will be recorded in a supplemental report and added to the original case file.

Page 3 of 3	Effective Date: November 15, 2001
Subject: Case Screening System	Number: 1106.02