

	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number INV-003
	Subject Case Management/Reporting	
	Special Instructions Replaces INV-003 dated April 4, 2024	Effective Date March 18, 2026

I. PURPOSE

Establish guidelines to control and manage case reports.

II. POLICY

Any police employee who becomes aware of a crime or non-criminal event requiring police action shall immediately take the necessary steps to ensure that the crime or non-criminal event is properly investigated and thoroughly documented in the appropriate initial and supplemental reports. It shall be the responsibility of the police employee to ensure that all initial and supplemental reports are completed and submitted within the established timeframes outlined in this SOP.

For information regarding the electronic reporting system utilized by the Department and instructions for use, refer to the Case Management System Manual.

III. PROCEDURE

A. Case Management System

1. Police employees shall cause an investigation of all criminal acts and non-criminal events reported to them or which come to their attention that require police action.
 - a. The list of non-criminal events that may be drawn can be found in the Case Management System Manual.
 - b. A Case Report is required for all felony and all class “A” misdemeanor offenses, including Operating While Intoxicated, and for any warrant services. Traffic violations that are an “A” misdemeanor offense, except for the offense of Operating While Intoxicated, do not require a case report but may be completed to document extraordinary incidents.
2. All police employees shall adhere to the procedures and timelines contained in this SOP.
 - a. All information contained in a case report shall only be accessed for investigative or job-specific administrative purposes.
3. Barring extenuating circumstances, all police employees should log into the electronic internet-based reporting system during each workday to monitor activity to include case reports that need attention.
4. **Reports:**
 - a. Initial Case Reports – Used to document a criminal investigation or a non-criminal event. Full

case reports and included documents may be released without a subpoena to approved law enforcement entities for the purpose of aiding an ongoing criminal investigation or other criminal justice-related action approved by the Legal Division. All other information released shall comply with PIO-002.

b. All documented information in case reports shall be updated accordingly based on case activity to include the status of entered people and offenses. Further details may be found in the Case Management System Manual.

c. All available identifiable information should be added into the RMS system for investigative purposes when applicable. This identifiable data should include photos, descriptions and any information associated with a person, place and item that could aid in any future investigation. Further details may be found in the Case Management System Manual.

d. **News Release/Crime Summary** – Standalone document required by law that provides details regarding a criminal investigation or non-criminal event. See PIO-002 for rules regarding the information that is allowed to be released. May be released without a subpoena.

e. **Supplemental Report** – Used to document additional information or change the status of an existing case report or non-criminal event report. Also used to document the disposition or status change of evidence and shall be completed by other Department police employees when not assigned as the lead investigator, but when they provided a significant level of assistance during a criminal investigation or non-criminal event.

f. **Disapproved Report** – A report that was disapproved for correction by a supervisor. Disapproved reports shall be corrected and resubmitted for approval within 14 working days of the disapproval date.

4. An initial case report number shall be drawn by the assigned officer no later than the end of the shift on the day the officer becomes aware of the crime or non-criminal event. This initial case report shall be completed and submitted for approval no later than 24 hours after it has been drawn. When an incomplete narrative is provided on the initial case report and the reporting officer indicates that a full narrative will follow in a supplemental report, a supplemental report shall be drawn, or assigned by the approving supervisor, and be completed and submitted for approval within 14 working days from the date that the initial report was drawn. The District Investigative Commander (DIC) shall mark these cases for follow-up and monitor them for timeliness as necessary.

5. Required supplemental reports by assisting officers shall be created and completed within 3 days of involvement in a criminal investigation or non-criminal report requiring a case report.

6. Supplemental reports may be assigned in the case management system by the appropriate DIC, or appropriate supervisor, as deemed necessary. The assigning DIC will notify the assigned police employee that the supplement was assigned via a Departmental email with a CC to the squad leader of the assigned employee. The assigned supplemental report shall be completed within 3 working days.

7. A supervisor shall review, approve, or disapprove for corrections of their subordinates' reports within 14 days of submission, unless extended by the DIC. When approving reports, the supervisor

shall designate the report as either “Open” or “Closed” based on the information provided by the reporting officer.

a. Open Case Status:

A case report that receives an “Open” status by a first-line supervisor shall have additional investigative leads to pursue such as: (1) interviews of involved parties; (2) area or neighborhood canvass checks to complete; (3) evidence collection efforts to complete; (4) none or not all of the suspects have been arrested; (5) the investigation is awaiting prosecutor review/action; (6) the investigation is awaiting pending laboratory results; and (7) by workflow processes the reviewing first-line supervisor causes an additional review of the ongoing investigation by the DIC to effectively manage its progress. The appropriate pending investigative actions shall be selected in conjunction with the designation of “Open”.

b. Closed Case Status:

A case report that receives a “Closed” status by a first-line supervisor shall have no additional investigative leads to pursue. The appropriate method of closure shall be selected in conjunction with the designation of “Closed”.

8. Case numbers shall be assigned utilizing the Computer Aided Dispatch (CAD) system.

9. Case reports shall not contain intelligence information. When attaching documents that fall under NCIC/IDACS rules purview, the reporting officer shall document any dissemination of the protected information in the narrative of the case report.

10. An officer assigned to a case shall advise dispatch personnel of any required action, including entering and/or canceling IDACS/NCIC entries, and shall document the action in either the original case report or a supplemental report.

11. Follow-up Cases:

a. Case reports that document a criminal investigation or non-criminal event that requires follow-up investigation or action shall be marked for follow-up in the electronic reporting system tracking system by the appropriate DIC.

b. Follow-up investigations will be designated as needing an update by the following schedule:

1. 90 Days – For active investigations or events with additional leads to investigate.
2. 180 Days – For either active or inactive investigations or events that are pending prosecutorial review, or that are awaiting supporting documentation such as other agency reports, or Forensic Services Division examination results.
3. 365 Days – For active or inactive investigations with outstanding warrants or that only require supplements to document evidence retention or disposition.
4. Custom – District Investigative Commanders may set a custom review date based on known case activity or special circumstances.

a. Police employees shall monitor their follow-up cases in the electronic reporting system and complete supplemental reports in accordance with the designated follow-up schedule.

12. Case Reassignment/Transfer:

a. Reassigned/Transferred Case – A criminal or non-criminal case that has been reassigned or transferred for follow-up due to transfer, promotion, extended leave, resignation, retirement, termination, or disability.

b. District Investigative Commanders (DIC) in conjunction with the District Commander shall be responsible for reassigning and transferring cases that require further investigation and/or evidence disposition to the appropriate District or Division for reassignment.

c. Cases may be reassigned to any available District personnel.

d. Cases reassigned regarding evidence retention or disposition shall comply with the information outlined in [FSD-002](#).

e. Should a DIC have a particular need to transfer a case for follow-up to a different District, Division, or investigating officer, the DIC shall make notification to the affected DIC of the District or Division where the investigating officer is located, informing them of the circumstances surrounding the need to transfer the case for follow-up.

13. Case and Name Security and Quality Assurance:

a. Case and name security shall be maintained by the appropriate DIC overseeing the electronic reporting system for their District or Division

b. Quality assurance reviews and management of follow-up cases shall be performed by the appropriate DIC overseeing the electronic reporting system for their District or Division.

B. When a child is arrested for an offense listed in IC 31-37-4-3, the arresting officer shall notify the Chief Administrative Officer or the Superintendent of the school district where the child is enrolled (including during summer vacation) within 48 hours of the arrest. The child's name and the reason for the arrest may be released; other information considered confidential under state or federal law may not be disclosed to the school or school administrators.

C. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.