

MESA POLICE Department Policy Manual	Case Closure Systems - RMS	DPM 3.3.85 Effective 04/06/2012 Revised 11/04/2015
Approved by: Chief of Police	Chapter: Communications, Reports & Case Management	Page: 1 of 6

1. PURPOSE

This policy provides Mesa Police Department (MPD) members with guidelines for case closure dispositions in the Records Management System (RMS).

2. GENERAL

- A. Case closure can be determined at the time of the initial report or at the conclusion of an investigation.
- B. The case closure system refers to both Incident/Investigation "Status" and Case Management "Case Status" in RMS.

3. INITIAL REPORT & CASE MANAGEMENT DISPOSITION OPTIONS

3.1 Initial Report

- A. When a case is closed at the time of the initial report it will be given one of the following dispositions under Incident/Investigation "Status":
 - 1. Field Closed
 - 2. Cleared Arrest
 - 3. Juvenile Cleared
 - 4. Exceptionally Cleared
 - 5. Unfounded Report
 - 6. Investigation Continued
- B. Note: The case dispositions of "Field Closed" and "Investigation Continued" will only be utilized at the time of the initial report. When a "Field Closed" case or an "Investigation Continued" criminal case is assigned for follow-up and later cleared differently in the RMS Case Management module, the "Status" in the Incident Module for that criminal case will be updated utilizing the "Unfounded", "Juvenile Cleared", "Closed, Exceptionally Cleared" or "Cleared Arrest" (includes in-custody, long form complaints and cite & releases) options only. This only applies to incidents involving a violation of criminal law.

3.2 Case Management

- A. When a case is closed in Case Management, it will be given one of the following dispositions under "Case Status."
 - 1. Cleared by Arrest
 - 2. Closed, Exceptionally Cleared

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3. Inactive
 4. Information
 5. Not Assigned
 6. Unfounded
 7. Active Cold Case
- B. Note: The case dispositions of "Juvenile Referral" and "Longform Complaint" will no longer be utilized as a "Case Status" in the RMS Case Management module. All incidents resulting in an in-custody arrest, a longform filing, or a juvenile referral, will be closed using the "Cleared Arrest" disposition in the RMS Case Management module.

4. INITIAL REPORT & CASE MANAGEMENT DISPOSITION USE

4.1 Field Closed or Not Assigned

- A. A case may be given the status of "Field Closed" (in the RMS Incident Module) or "Not Assigned" (in the RMS Case Management Module) if the following exist:
1. No suspect named.
 2. No suspect identified.
 3. No suspect vehicle identified.
 4. There is no witness to the offense.
 5. No stolen property is traceable.
 6. No physical evidence has been collected.
 7. No fingerprints have been lifted.
 8. The case has reached an impasse and there are no viable leads at that time. Information Cases, such as Other Agency Assist, where there was no crime or the crime occurred in another jurisdiction.

4.2 Cleared by Arrest

- A. A case may be given the status of "Cleared Arrest" when a suspect is arrested and/or charges are filed with the commission of the offense or a related offense.
1. "Arrested" means the suspect has been taken into custody.
 2. "Filed" means a complaint filed with a federal, state, or local court by the Department or by another law enforcement agency when the Department's case is included in their filing.
 3. A "related offense" for purposes of clearance is any offense which is included within the original crime or which is filed in lieu of the original crime. A further requirement is that it must be reasonably established that

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the person charged with the related offense actually committed the original crime.

4.3 Juvenile Cleared (Only use in the RMS Incident Module)

- A. A case may be closed with the status of “Juvenile Cleared” in the “Status” section of the RMS Incident Module when:
 1. There is probable cause to support an arrest based on the offense or related offense; and
 2. The juvenile has been identified as the suspect; and
 3. A Juvenile Referral has been completed and submitted.

4.4 Investigation Continued (Only use in the RMS Incident Module)

- A. A case may be closed with the status of “Investigation Continued” in the “Status” section of the RMS Incident Module when:
 1. The case is open and needs to be assigned to a detective or officer for further investigation.
 2. There are more viable leads to follow up on, but that cannot occur at the time of the initial report.

4.5 Inactive (Only use in the RMS Incident Module)

- A. A case may be given the status of “Inactive” when:
 1. The investigation has reached a point of impasse.
 2. All known leads have been exhausted.
 3. The information given is insufficient to identify a suspect.
 4. There is an absence of solvability factors.
 5. The victim peacefully settled the matter but declines to identify the suspect and the suspect's location to the police.
- B. A report will be written by an officer/detective and approved by a supervisor documenting the reason(s) for inactivation. A case may be reactivated at any time when new information is developed.

4.6 Closed, Exceptionally Cleared

- A. A case may be given the status of “Exceptionally Cleared” under specific circumstances:
 1. Exceptionally Cleared shall be indicated when a case has progressed to a point where further action cannot be taken and **ALL** of the following exist:
 - a. The identity of the suspect has definitely been established.
 - b. The exact location of the offender is known so that the subject could be taken into custody now.

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- c. The investigation established probable cause for an arrest and supports the offense(s) being charged.
- d. There is some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender.
- e. Examples of reasons for Exceptional Clearances are:
 - The victim refuses to cooperate in the prosecution of the case.
 - A victim's refusal to prosecute does not wholly preclude filing or prosecution when the case can be proven otherwise.
2. Death of suspect.
3. Extradition is denied.
4. Offender is prosecuted by another agency for same offense or is prosecuted in another city or state by the federal government for an offense which may be the same.
5. Prosecution Declined - A case is not filed based on prosecutorial discretion/turndown for other than the lack of probable cause.
 - a. Written documentation from prosecutor/agency of the reason for turndown must be attached to case.

4.7 Unfounded

- A. A case may be given the status of "Unfounded" if, through investigation, it is determined the complaint is false or baseless:
 1. A crime or incident alleged in the original report did not occur.
 2. The supplement to Unfound the report should clearly state the reason/s for reclassification and should either (1) show the statutory elements of the crime cannot be met, or (2) state that the crime occurred in a different jurisdiction and that the information was given to the appropriate agency.
 3. Per [ARS 13-2008.B](#) Identity Theft, cases can be taken by jurisdictions in which the crime did not occur.
 4. The same crime or incident has been reported more than once.
 - a. The most accurate and thorough crime report shall be retained. Any additional report should be Unfounded

4.8 Active Cold Case

- A. A case may be given the status of "Active Cold Case" (ACCS) when a case is referred to the Mesa Family Advocacy Center (MFAC) cold case program and will be worked by a designated Special Victims Unit (SVU) cold case detective.
 1. The assigned case agent has hit an impasse in the investigation, but there is further work to be done on the case (subjects need to be interviewed, but cannot be located, etc.).

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2. A supervisor approves the transfer of the case to the cold case program.

4.9 Information (Only use in the RMS Incident Module)

- A. A case may be given the status of "Information" when:
 1. The case does not involve a crime or does not meet assignment criteria.
 2. The case is only used to document crime trends or unusual activity.
 3. Cases can be activated when new information becomes available.

5. UCR PROTOCOLS

5.1 UCR Reporting

- A. Only crimes which have a victim and are reported on an MPD crime report are reported to UCR.
- B. UCR and RMS Case Management are not connected.
- C. MPD QA/UCR only uses the "Status" disposition located on the first page of the Incident Module in RMS to extract case closures of criminal incidents for reporting to FBI/UCR.
- D. UCR only recognizes the following case closure dispositions:
 1. Cleared Arrest.
 2. Closed, Exceptionally Cleared.
 3. Juvenile Cleared.
 4. Unfounded.
- E. Therefore, when a criminal case is assigned for follow up to a detective or officer, the final disposition of the assigned criminal case will need to be updated in two RMS modules - the "Status" section of the Incident Module and the "Case Status" section of the Case Management module, when the criminal case is closed with "Cleared Arrest", "Closed, Exceptionally Cleared", "Juvenile Cleared", and "Unfounded."

5.2 UCR Guidelines

- A. There can only be one clearance per departmental report (GO) number.
- B. Several crimes may be cleared by the arrest of one person or the arrest of several people may clear only one crime.
- C. If several people are involved in the commission of a crime and only one person is arrested and charged, the crime is Cleared by Arrest.
- D. When the other people involved in the crime are arrested at a later date, another clearance cannot be reported to UCR as the offense was already cleared following the arrest of the first person. However, the additional arrests

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are reported to UCR and are documented/logged for MPD record keeping purposes.