



OPERATIONAL MANUAL

OPS-415 – PROSECUTING ATTORNEY’S LETTER

Amends/Supersedes: OPS-415 (11/13/2017)

Date of Issue: 12/25/2023

I. GENERAL

- A. Officers and detectives assigned to investigate criminal offenses are responsible for all pertinent documentation (the “case file”). They will submit this file to their supervisors per [OPS-490 Incident-Based Reporting](#) and [OPS-492 Criminal Investigations & Case Management](#). [42.2.2(h); 42.2.3]
- B. The term “case agent” refers to the individual assigned or responsible for the investigation. This term will include both patrol officers and detectives.
- C. The phrase “prosecuting attorney’s letter” references the accepted format for the case report and all supporting documents provided as the package given to the Commonwealth’s Attorney for prosecuting the case in court. This includes both the electronic RMS report template and the [NNPD Form #27 Commonwealth Attorney Package](#) format.

II. PROCEDURE

- A. When and How to File Report
 - 1. The case agent shall complete the prosecuting attorney’s letter according to department-issued guidelines.
 - 2. This letter and all accompanying documents are submitted to the Commonwealth Attorney’s Office for: [82.2.1(a)]
 - a. All felony arrests,
 - b. All misdemeanor:
 - 1) Domestic violence arrests,
 - 2) Driving under the influence arrests,
 - 3) Firearm arrests, and
 - c. When requested by the Commonwealth Attorney’s Office
 - 3. Case agents assigned to an investigative unit will complete their Commonwealth’s packages using [NNPD Form #27](#).
 - 4. Patrol officers will use the “C.A. Questions” template under the “supplements” section in their report and print the original Incident-Based Report (IBR) with all supplements and attachments for their Commonwealth’s case packages unless policy dictates otherwise (i.e., DUI cases, [OPS-325 Driving Under the Influence](#)).
- B. Investigator Responsibilities [55.2.4, 82.2.1(d,e)]
 - 1. The case agent is responsible for completing all relevant sections of the prosecuting attorney’s letter and attaching all supplemental and supporting documents. The prosecuting attorney’s letter should be the first document in the case file. Copies of all information and documentation pertaining to a case will be included in the Commonwealth Attorney’s package, including field notes, case notes and other documents. The Commonwealth Attorney’s package will duplicate the investigator’s file in all respects.
 - 2. The case file must be completed and submitted to the Commonwealth Attorney’s Office within ten calendar days from the date of an adult arrest and within five calendar days of a juvenile arrest.



NOTE: The case agent may request an extension of the time period in instances of complex or lengthy investigations. If an extension is granted, the supervisor will immediately notify the Commonwealth Attorney Investigator of the delay to limit possible problems arising from the extension. The notification of the delay will include the witness list, and a tentative date of the prosecuting attorney's letter is to be expected.

3. The investigator will turn in the case file to their immediate supervisor for review.
4. If additional documentation is obtained after the package has been submitted, it will be immediately forwarded to the investigator's immediate supervisor and forwarded to the Commonwealth's Attorney.

C. Supervisor Responsibilities

1. The case agent's supervisor ensures the investigation is complete and the case file is prepared correctly.
2. When a case agent submits a case file, the supervisor reviews the file, signs off (or initials) and forwards copies to the Commonwealth Attorney's Office and the Records Unit.
3. The prosecutor's office may return a case file through the Office of the Chief of Police for various reasons, including a need for further investigation and documentation or dismissal due to alleged mishandling of the investigation. Upon notification, the supervisor will review the case with the case agent to identify the next steps. If appropriate, the supervisor may initiate remedial training.

A handwritten signature in cursive script, reading "Steve R. Drew", written over a horizontal line.

Steven R. Drew
Chief of Police