



MANAGING CRIMINAL INVESTIGATIONS

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I. POLICY

It is the department's policy that commanders responsible for criminal investigations will establish and follow case management procedures to make the most effective use of limited resources. This directive describes minimum investigative case management procedures. The requirements of this directive apply to all supervisors and commanders who manage follow-up investigations of criminal matters.

II. CRIMINAL INVESTIGATION CASE MANAGEMENT

A. Case File Maintenance

The records management system "Case Management" module will be used to assign cases for investigation and track investigative cases status. The "Case Management" module will identify the assigned investigator, assisting investigators, the assigned investigative unit, the investigative supervisor and the status of each case.

The "Case Management" module will provide direct access to all report types in the records management system with the same report number associated with the case (Offense/Incident Report, Supplement Reports, Field Interview Reports, Attachments, etc). The "Case Management" module will provide information about person, property and vehicle profiles associated with the case. In addition, the "Case Management" module will document assigned tasks and notes made by the investigator.

Investigators may maintain a paper based "case file" during an investigation, however all documents created and related to a report or investigation must be scanned (if necessary) and added as an attachment to the report; or added to an "Attachments Only" Report Type in the records management system. It is critical these documents are added to the records management system when they are produced or received since they may be significant to anticipated legal proceedings (i.e. preliminary hearings, prosecutor case preparation, discovery, etc.).

Documents uploaded to the records management system must be in PDF format. Documents should not be uploaded as photographic images (JPG, PNG, etc.). Original documents with "wet" signatures and/or "wet" or embossed stamps may be stored in an investigator's case file pending court hearings, however, must be submitted to Central Records after adjudication or when the investigation is suspended or closed by exception. These documents may be delivered directly to Central Records or may be delivered in the appropriate Central Records folder via inter-office mail. See Index Code 2200 for additional information related to reporting requirements.

B. Administrative Case Designations

All cases in the "Case Management" module will automatically have the "Open/Active" Status when initially assigned to an investigator. The following case status designations will be used when updating the status of investigations (See Index Code 2203 for additional information about case clearance and administrative designations).

OPEN/ACTIVE: *Case currently assigned for investigation and investigative efforts are active.*

INACTIVE – SUSPENDED: *When all investigative leads have been exhausted and the case is no longer being actively investigated. The Investigative Case Status can change back to “Open/Active” at any time if additional information or leads are developed.*

INACTIVE – SCREENED/NOT ASSIGNED: *When an Offense/Incident Report was screened by an investigative supervisor and a determination was made that the case would not be assigned for investigation at that time. If circumstances change, the case can be assigned for investigation and the Investigative Case Status changed to “Open/Active.”*

CLOSED BY ARREST: *An offense is closed by arrest or “solved” for crime reporting purposes when at least one person is arrested; charged with the commission of the offense; and turned over to the court for prosecution.*

CLOSED – JUVENILE CITATION (NO PHYSICAL ARREST): *When a juvenile offender is charged with an offense on a Juvenile Citation, but was not physically arrested.*

CLOSED – SUMMONS/CITATION ISSUED – ADULT (NO PHYSICAL ARREST): *When an adult offender is charged and has been served a summons or citation related to crimes reported in the Offense/Incident Report, but was not physically arrested.*

WARRANT/SUMMONS ISSUED (NOT IN CUSTODY/NOT SERVED): *When an offender or offenders related to crimes reported in an Offense/Incident Report have been identified; and have had warrant(s) or summons issued, but the offender(s) have not yet been arrested or served with those charging documents. NOTE: In cases involving warrants or summonses issued for multiple suspects, although the Offense will be “Closed By Arrest” when one suspect is arrested for State and FBI UCR-NIBRS crime reporting purposes, the “Case” should retain this status until all suspects have been arrested or served.*

EXCEPTIONALLY CLOSED – DEATH OF OFFENDER: *When the offender is deceased, but probable cause exists to arrest and prosecute the offender, if they were alive.*

EXCEPTIONALLY CLOSED – JUVENILE OFFENDER IDENTIFIED – NOT CHARGED/ARRESTED: *When probable cause exists to charge and/or arrest a juvenile and the juvenile’s location is known, however, the juvenile is not charged or arrested (i.e. Fresh Start Referral, etc.).*

EXCEPTIONALLY CLOSED – OFFENDER IN CUSTODY IN OTHER JURISDICTION: *When an offender is in custody out of state and extradition is formally declined; or when the offender committed offenses in Anne Arundel County and in another jurisdiction and was arrested and is in custody in that jurisdiction.*

EXCEPTIONALLY CLOSED – PROSECUTION DECLINED: *When probable cause exists to charge and/or arrest an offender; and the offender’s location is known, but prosecution is declined by the State Attorney’s Office prior to arrest (i.e. SAO Screening, SAO Trial Team decisions, etc.).*

EXCEPTIONALLY CLOSED – VICTIM REFUSED TO COOPERATE IN PROSECUTION: *When probable cause exists to charge and/or arrest an offender; and the offender’s location is known, but the victim declines to participate and cooperate with the prosecution.*

CLOSED – UNFOUNDED (GOOD INTENT): *When an offense was reported with good intentions, but after investigation it was determined no crime occurred.*

CLOSED – UNFOUNDED (INTENTIONALLY FALSE REPORT): *When an offense was reported, and after investigation it was determined the report made to law enforcement was intentionally and maliciously false.*

CLOSED – MISSING PERSON FOUND: *When a Missing Person Case is closed as a result of the missing person being found (no matter the circumstances).*

CLOSED – OTHER (NON OFFENSE RELATED): *When a non-criminal incident was assigned for follow-up investigation and is closed.*

C. Investigative Case Status Control

Investigative unit supervisors and commanders will utilize the “Case Management” module of the records management system to monitor individual investigator and unit workload and case statuses.

D. Case Screening System

Commanders will screen each case individually to determine whether or not the case will be assigned to an investigator for further investigation. The objective of case screening is to apply available manpower to those investigations that have the best chance of being successful. Written criteria should specify how such screening is to be conducted, by whom, and what criteria (solvability factors) should be used. Screening of preliminary investigative information will assist in the decision on whether a follow-up investigation will be made. Examples of criteria include the availability of manpower, the degree of seriousness, and other solvability factors, such as:

1. Is a suspect identified or described in detail?
2. Are there any witnesses available?
3. Vehicle tag numbers/descriptions?
4. Other crimes with similar M.O.?
5. Physical evidence available?
6. Informant information.

In all cases where sufficient solvability factors exist to support a strong potential for successful clearance, the case will be investigated.

E. Criteria for Follow-up Investigation

The decision about the extent of follow-up investigation will be made at the management level, with input from operational personnel. Commanders will establish criteria for determining whether a case will be followed up and the resources to be used in the effort. The criteria will include the continued application of solvability factors and degree-of-seriousness factors to the investigative workload. Continuation of follow-up investigation will include a review of periodic reports of investigators on the progress of assigned cases.

F. Criteria for Case Assignment

In addition to solvability factors, the criteria used to assign cases for follow-up investigation will be based on one of the following:

1. Documented experiences of the department
2. Documented experiences of other law enforcement agencies
3. Research conducted within the department
4. Research conducted in other law enforcement agencies

G. Designation of Principal Investigator

Once assigned, the investigator receiving the assignment will be considered both the principal investigator and case coordinator, and therefore, will be accountable for the follow-up investigation.

H. Criteria for Suspending Investigations

Commanders will establish the criteria for suspending investigations. The criteria may include

1. Lack of further leads or solvability factors;
2. Unavailability of investigative resources, and/or
3. Insufficient degree of seriousness.

I. On-Call List

The Criminal Investigation Division will maintain a 24 hour on-call list of investigators. A copy will be made available to the Communications Section.

III. INVESTIGATIVE TASK FORCES

Criminals and their associates rarely recognize jurisdictional boundaries. Law enforcement officers, on the other hand, must constantly be aware of jurisdiction, authority, and venue. Because crimes can be committed by one group in many jurisdictions, an investigation can be better handled through a joint agency investigation organized into a task force. These investigative task forces reduce duplication of effort and serve to pool resources as well as increase productivity. Investigative task forces will be used when it is determined that the solution of crimes and apprehension of criminals would better be accomplished with their assistance.

When the department enters into an investigative task force, the authorizing official will prepare a written agreement, commonly referred to as a memorandum of understanding (MOU) for the Chief's signature. The agreement will contain the following information:

1. The purpose of the task force
2. Authority & responsibilities
3. Accountability
4. Resources available
5. Requirement for evaluation of results and continued necessity of the task force.

IV. BACKGROUND INVESTIGATIONS

Criminal investigations frequently involve background investigations of persons, particularly as they relate to white collar crime, organized crime, and vice activities. Additionally, the licensing of some businesses requires background investigations of persons. These investigations should be conducted discreetly and with special precautions. Commanders with investigative responsibilities in this area will establish procedures to be used in conducting background investigations, to include:

- A. Identifying the purpose of the investigation;
- B. Identifying potential sources of information;
- C. Using the information collected;
- D. Controlling the distribution of related records; and
- E. Purging the records.

This directive is not intended to include background investigations in the selection process.

V. PROPONENT UNIT: Criminal Investigations Division.

VI. CANCELLATION: This directive cancels Index Code 1626, dated *03-25-15*.