
	Florida State University Police Department	
Investigations Section Case Management		
Revision Effective Date: 09/05/17	General Order 802	Reference: <i>General Records Schedule GS1-SL</i>
Rescinds/Amends: 14-18A (2/13/14),11-18A	Distribution: Department Wide Pages: 4	CFA Reference: 15.01; 15.02

Policy - Investigations Section Case Management Policy

It is the explicit policy of the Florida State University Police Department (FSU PD) to maintain a system for investigative case management that ensure accountability, case status control, administrator designators for each case, type of records to be maintained, method of accessibility, and procedures for purging of files. Moreover, to the extent feasible, electronic copies of records shall be maintained on the FSU PD server.

Procedure

A. Case Assignments

The Support Services Captain or designee shall assign cases to investigators pursuant to the following:

1. In making such an assignment decision, the Support Services Captain or designee shall take into account investigators' experiences, expertise in specific areas, and current case load. For determining whether there is enough information in order to begin an active investigation, the following guidelines shall be considered.
2. Solvability Factors.
 - a. Suspect information.
 - b. Known suspect.
 - c. Unknown, but identifiable.
 - d. Description or composite completed.
 - e. Vehicle identified.
 - f. Modus Operandi identified.
 - g. Victim information.
 - h. Cooperative or uncooperative victim.
 - i. Known whereabouts of victim.
 - j. Physical evidence.
 - k. Processed scene and collected evidence.
 - l. Evidence that is present.
 - m. Traceable stolen property.

3. Investigative Information.

- a. Witnesses.
- b. Consistency of statements.
- c. Active leads.
- d. Expertise of the investigator, including: specialized training and skills; expertise with several types of criminal offenses; and length of service as an investigator.

B. **Responsibility of Investigators**

On receipt of a case, the investigator shall conduct a thorough, complete, and well-documented investigation. Investigators may submit a supplemental report on each case assigned to them within thirty (30) calendar days of receipt [CFA 15.01 A]. The supplemental report shall include investigative efforts performed to date and the results of these efforts.

1. Suspending Investigative Efforts. When an investigation becomes inactive, it means that all available leads and sources of information have been exhausted. Inactive status is indicative of a case that has not been cleared. Inactive cases are **not** closed. Should new information or evidence in the case develop, investigator efforts may be resumed. Criteria for suspending investigative efforts involve the continued application of solvability, degree of seriousness factors, and may further include a lack of further leads or unavailability of investigative resources. When this occurs, the status of the case may be designated as closed/pending. Criteria for placing a case in a closed/pending status are:
 - a. Absence of further leads of solvability factor(s).
 - b. Unavailability of investigative resources.
 - c. Cases that are completed investigated, and which do not result in an arrest or are not exceptionally cleared, shall receive a designation of "pending" in the case final disposition field in the Spillman System.
2. Assigned Follow-Up Investigations. All assigned follow-up investigations shall be reviewed by the Support Services Captain prior to the suspension of investigative activity. The following clearance codes are utilized to indicate the status of an incident which is being investigated.
 - a. Open.
 - b. Pending prosecution.
 - c. Closed.
 - d. Juvenile.
 - e. Expunged.
3. Tracking of Investigator Hours. Each investigator shall maintain a tracking log of hours spent on investigations for the purpose of restitution and administrative oversight. Such logging of investigative hours shall be maintained in the Investigator's Assignment Log discussed below.
4. Investigator Assignment Log. [CFA 15.01 A.]. Each investigator shall maintain a computerized log of assigned cases. The log shall include:
 - a. Case Report Number. In accordance with Spillman System requirements.
 - b. Date Assigned.
 - c. Date Disposed.

- d. Classification describes the criminal offense.
- e. Regular Hours. The number of regular duty hours spent by the investigator on the case.
- f. Overtime Hours. The number of extra work hours, i.e., over the standard 40 hours per week, spent by the investigator on the case.
- g. Expenses. Any special, extraordinary monies spent to solve a case, e.g., travel, equipment rental or purchase, etc.
- h. Disposition. The final action of the investigation, e.g., cleared by arrest, inactive, administrative referral, etc.
- i. Notes. Special remarks pertinent to the investigation.

C. Centralized Case Files

The Records Section is established within the Department and is the central component for criminal records, non-criminal records and records control. The Records section shall maintain a centralized, automated (computerized) records system for information retrieval and collation for the inter-agency and outside agency activities, i.e., incident reports, supplementary reports, traffic crash reports, arrest reports, property reports, and miscellaneous reports [CFA 15.01 A]. Such centralized files shall be maintained in the locked Records Section space. All electronic files are password protected [CFA 15.01 C.].

D. Investigator Case Files

The following electronic copies of investigation documents shall be maintained on Spillman and be accessible to the investigator assigned to the case. The investigator can access the case in Spillman via their individual password for the Spillman files. The types of incident reports that may be assigned to an investigator are persons, property, and misc. crimes [CFA 15.01 A. and B.].

- 1. Preliminary reports, i.e., Incident Report or Misc. Report.
- 2. Follow-up Reports.
- 3. Supplemental Reports.
- 4. Property Listing.

E. Hard-Copy Working Files Maintained by Investigators [CFA 15.01 A.]

At the discretion of the individual investigator, he or she may maintain a hard-copy working file of any pertinent documents pertaining to an active investigation. Should an investigator elect to maintain such a working file, he or she shall ensure that:

- 1. Working files are maintained within the file drawer at his or her work station. The file drawer will be locked when the investigator is not present. [CFA 15.01 C.].
- 2. Only the investigator assigned to the case and the Support Services Captain and Investigative Sergeant shall have a key to the file drawer and access to such files [CFA 15.01 B. and C.].

F. Accessibility of Records and Document Files

Centralized police records and reports maintained by the Records Section shall be available for review by FSU PD investigators, other FSU PD sworn personnel, and member of other criminal justice agencies for legitimate law enforcement purposes only.

G. Vice and Organized Crime Investigation Files [CFA 15.02]

Active, hard-copy files pertaining to vice and/or organized crime investigations shall be maintained separately from centralized investigation files. They shall be maintained in the locked file cabinet at all times under the control of the Intelligence Officer in the Investigations Section facility. On an as-needed basis, the Support Services Captain shall be designated as the back-up person to access these secured files.

H. Purging of Records

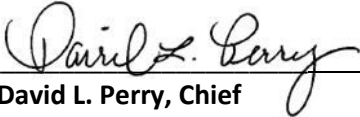
Police reports and incident records shall be purged in accordance with Chapter 119, General Records Schedule for State and Local Government Agencies GS-1.), and the State Of Florida General Records Schedule for Law enforcement, Correctional Facilities and District Medical Examiners (GS-2).

Glossary

Vice—Habitual indulgence in degrading or harmful practices. That is, an immoral habit or trait.

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