

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 8.01</b>
		Issue Date: March 21, 2005
		Revision Date:
<b>CHAPTER:</b> Investigations		Related Policy: G.O. Chapter 7 (Patrol), G.O. 8.02 (Misdemeanor Follow-up)
<b>SUBJECT: Case Assignment and Follow-Up Investigation Responsibilities</b>		Related Laws:

**POLICY:** The Sheriff's Office will maintain a systematic method of assignment for continued investigation of incidents that have not been suspended and will maintain an ongoing, year-to-date tally of cases assigned, case status, individual Deputy assignment, and time parameters for the investigation.

**RULE:** None

**PROCEDURE:**

I. Investigative Responsibilities

- A. The primary responsibility of the Criminal Investigation Section will be follow-up investigations on person crimes (Rape, Robbery, Sexual Abuse, Homicide, Attempted Homicide, Negligent Homicide, and Major Assault).
- B. Property crimes (Burglary and Felony Theft, for example) will be investigated as time allows.
- C. Staff will have the responsibility to take the initial Incident Report on all crimes as well as follow-up investigation on such crimes as, but not limited to: Assault, Theft, Unauthorized Use of Motor Vehicle, Harassment, Criminal Mischief, Forgery, and Fraudulent Use of Credit Card.
- D. Although investigative responsibility of a specific crime is assigned to the Criminal Investigation Section, staff should, where possible, continue to conduct a follow-up investigation. In these cases, the Criminal Investigation Section shall be notified to eliminate a duplication of effort.
- E. Contract and Special Operations staff is encouraged to do their own follow-up investigations. The Criminal Investigation Section will assist in these Felony follow-up investigations, when requested.

II. Follow-up Responsibilities

- A. Supervisors, to determine the solvability potential and to ensure that all necessary or obtainable information has been documented, will review initial reports.
- B. In cases where all necessary and obtainable information has been documented and the solvability factors indicate that further investigation is not feasible, the report will be marked for initial suspension.
- C. In cases where procedure dictates that further investigation will be the responsibility of the Criminal Investigation Section, the reports will be marked 'Follow-Up CIS' in the lower most line of the distribution box and forwarded to the Records Section. Records will audit, route, copy, and distribute the reports.
- D. In cases where procedure dictates that further investigation will be the responsibility of the Patrol Section, and the report is to be assigned to a Deputy on the reviewing Sergeant's shift, the assigned Deputy's radio number will be placed in the lower most line of the distribution box following the word 'Follow-Up.' The report will then be forwarded to the Records Section. Records will audit, route, copy, and distribute the reports. Data entry will enter the assigned Deputy into the computer.
- E. In cases where circumstances necessitate follow-up on a different shift than that of the reviewing Sergeant, the Sergeant will write 'Follow-Up' and the appropriate shift on the lower most line of the distribution box and forward the report to the Records Section. Records will audit, route, copy, and distribute the report.
- F. In cases where a Sergeant receives a report that was not initiated on his shift, or by a Deputy he does not immediately supervise, that is to be assigned for further investigation to a Deputy under his/her supervision, the receiving Sergeant will assign the case to the appropriate Deputy and fill out a Follow-Up Assignment Sheet. The sheet will provide the assigned Deputy's radio number, case number, victim/complainant, and assigned date. The Follow-Up Assignment Sheet will be forwarded to the Records Section for data entry and insertion in the case packet.
- G. In cases where the original report has been copied and distributed for follow-up and the follow-up assignment is changed to the subordinate of another shift, outpost, contract, or section supervisor, the assigning supervisor will forward a copy of the report to the appropriate receiving shift, outpost, contract, or section supervisor and note 'follow- up,' followed by the intended shift, outpost, contract, or section in the lowermost line of the distribution box. The receiving Sergeant will fill out the Follow-Up Assignment Sheet and forward to the Records Section for data entry and filing in the case packet.
- H. In cases where follow-up must be initiated immediately and the supervisor of the receiving Deputy is not available, a copy of the Follow-Up Assignment Sheet and a copy of the report will be forwarded to the subordinate's Sergeant by the assignment supervisor.

- I. At the completion of the investigation, the Deputy assigned follow-up will submit a Supplemental Report indicating the case disposition. All case dispositions will be entered by data entry.

### III. Records Procedure

- A. Upon receiving a report marked for 'follow-up' in the distribution box, Records Section personnel will copy the report and place a copy in the appropriate mail distribution cubicle.
  1. Reports marked for CIS will go in the CIS box.
  2. Reports marked for outposts and contract areas will go in the responsible Sergeant's box.
  3. Reports marked for a respective shift or an individual Main Office Deputy will go in the appropriate shift box (shift, not individual Sergeant or Deputy).
- B. Data Entry Staff will enter the assigned follow-up Deputy by radio number into the computer during entry of the original report.
- C. The Records Section will file Follow-Up Assignment Sheets with the original report as soon as possible. If the original report has already been entered into the computer, the Deputy on the current Follow-Up Assignment Sheet should be entered as the investigating Deputy. If the original report has not been entered into the computer, the original Follow-Up Assignment Sheet should be filed in the case packet and the copy routed to data entry for entering at a later date.
- D. Supervisors will be furnished a weekly log indicating all case numbers assigned year-to-date, type of crime associated with the case number, date originally received, and disposition. In those cases not marked as 'cleared' or 'suspended,' the assigned follow-up Deputy will be included in the printout.
- E. Time parameters for investigation will be assigned on a case-by-case basis, taking into consideration the total assigned activity, seriousness of the incident, and potential loss of evidence. In most noncomplex cases, two weeks from the date of initial report should be considered adequate time for completion of Misdemeanor investigations.