



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

COLD CASES INVESTIGATIONS

EFFECTIVE DATE: 09/30/09 AMENDS/SUPERCEDES: STANDARD NUMBER: 42.2.9	REVIEW DATE: 09/30/09 REVISION DATE: 09/30/09 APPROVED: _____ Sheriff Signature
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29.14.1 Purpose

It is the purpose of this section to outline the procedure used to review and/or investigate cold cases.

29.14.2 Rationale

Changes in technology or the availability of additional information or witnesses can occasionally lead to the resolution of a case which was originally classified as inactive or closed. Periodically reviewing such cold cases will help the office resolve such cases.

29.14.3 Policy

It is the policy of this Office to periodically review unsolved incidents to determine if further investigation is warranted.

29.14.4 Procedure or Cold Case Criteria.

- A. Periodic review of criteria
The administration will periodically review the criteria used to classify an incident as being cold case reviewable.
- B. Current definition:
In order to be cold case reviewable an incident must involve an offense(s) which include:
 - 1. A crime against a person (IE., robbery, assault, homicide) which would result in a felony if convicted.

29.14.5 Procedure: Review Process

- A. Designation made by the Investigations Section Supervisor.
When a supervisor designates a case as inactive, he/she will determine if the incident fits the Closed Case Reviewable criteria. If it does, the supervisor will route the case to the cold case queue of the record management system.
- B. Review of Cold Case Reviewable incidents.
 - 1. Responsibility:
The supervisor over the Investigations Section is responsible for insuring that eligible cold case incidents are reviewed periodically.
 - 2. Collection of Data
 - a. Periodically or when necessary, the Investigations supervisor shall assemble a list of all Closed Case Reviewable incidents.
 - b. This will be done using the current Versaterm records system search for incidents:
 - i. All cases contained in the Cold Case queue may be reviewed -
 - ii. An occurrence date more than one year in the past (that fits the criteria) may also be reviewed.
 - 3. Parts of the Cold Case Reviewable Incidents.
There are three aspects of a Cold Case Review.
 - a. Evaluation of new technology
The person responsible for reviewing a specific incident will review any evidence seized and determine if the application of a new technology could further the investigations.

- b. Interview
The person responsible for reviewing a specific incident will, at a minimum, re-contact victims and witnesses (if available) to ascertain if any new information is available.
- c. Report
Upon evaluating the applicability of new technology and conducting interviews, the person responsible for reviewing the incident shall attach a supplemental narrative to the case file and (if other than the investigations sergeant) notify the Investigations sergeant of the results of the review.