



**WEBER COUNTY SHERIFF'S OFFICE**  
**POLICY AND PROCEDURES**  
**CASE FILE MANAGEMENT**

EFFECTIVE DATE: 05/05/08  
 AMENDS/SUPERCEDES:  
 STANDARD NUMBER: 42.1.3

REVIEW DATE: 05/05/08  
 REVISION DATE: 05/05/08  
 APPROVED: \_\_\_\_\_  
 Sheriff Signature

**29.3.1 Purpose**

To manage case reports to insure that reports are filed, investigated and given a proper closure classification.

**29.3.2 Rationale**

In order to facilitate case management and control, where practical, cases will be designated active, inactive, closed, or cleared as appropriate.

**29.3.3 Policy**

**A. Designation of Cases**

The following standards will apply to the designation of cases:

1. Active - case has been assigned and investigative efforts are ongoing, with at least one active lead developed within the last 30 days.
2. Inactive - available leads have been exhausted and case has not been brought to a satisfactory conclusion.
3. Closed - case has been concluded.
4. Cleared - case has been concluded by the charging of, and judicial conclusion of, the suspect(s).

**B. Case Closure Codes**

1. Below are "reasons for closure" codes to be used in the record management system. The following listed examples are examples only and are not all inclusive. Cases should be listed under at least one of the following categories:

- a. Closed/Arrest/Juvenile
  - b. Closed/Arrest/Booked
  - c. Closed/Arrest/Citation
  - d. Closed/Completed
  - e. Closed/Information Only
  - f. Closed/Not Cleared
  - g. Closed/Summons Issued
  - h. Closed/Warrant Issued
  - i. Exceptionally Cleared
  - j. Inactive
  - k. Open/Active
  - l. Unfounded
2. There are incidences where Investigators will be closing cases with no apparent evidence, suspects, witnesses and very little chance of finding additional leads. Detectives should hold on to these cases for at least one month before closing them.

C. Records of Case Reports Assigned for Investigation

1. The Investigations supervisors will monitor all case reports assigned to investigations section. Case management will also document the following:
  - a. Name of case manager
  - b. Date assigned
  - c. Case number
  - d. Case review date
2. Accessibility to the investigators' case files will be limited to the assigned investigator and his/her supervisors.
3. Upon completion of a case, all report information should be added to the case report. An investigator's file (original hard copies) will be sent to the records section to be filed with the original case report. Report information includes, but is not limited to:
  - a. Investigative check lists
  - b. Written witness/suspect statements
  - c. Signed documents
  - d. Supplemental reports
  - e. ID or Lab reports
  - f. Transcribed interviews
  - g. Subpoenas, affidavits, search warrants
  - h. Other documents pertinent to the case

4. Copies of Documents or Reports
  - a. Copies of reports will be made from originals kept by the Records Section.
  - b. Copies of case reports or documents NOT given to the Records Section will be destroyed.
5. Photographs, Audio/Video Tapes (analog or digital) will be placed into evidence.