

	POLICY & PROCEDURE	SERIES # 708	PAGE 1 OF 3
	<p style="text-align: center;">CASE FILES</p>		EFFECTIVE DATE 11/10/00
			OVERSIGHT Investigations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #708 dated 09/02/94	

I. PURPOSE:

The purpose of this policy is to provide guidelines for maintaining case files in Investigative Services and for forwarding copies to the Commonwealth Attorney's Office when a case is closed by arrest.

II. POLICY:

It shall be the policy of the Hampton Police Division that all investigations be maintained in a case filing system which is designed to provide accurate record keeping and that complete information regarding these cases be forwarded to the Commonwealth Attorney's Office.

III. PROCEDURE:

A. CASE(S) CLOSED BY ARREST(S):

1. The Investigating Officer will, in all cases which are closed by an arrest, prepare a case file for the Commonwealth Attorney. This file must contain copies of all police reports pertinent to the case and any supplements to the reports, photographs, lab reports, statements or any other thing that might be needed to complete the case in accordance with the checklist provided on the Case File Cover Sheet.
2. Prior to any case file being sent to the Commonwealth Attorney's Office, Investigating Officers must obtain 3X5 inch prints of all photos pertaining to the case and include them in the completed file. The primary Investigating Officer will provide the Forensic Unit with a completed Photograph Print Request indicating that all photos pertaining to the case be printed in 3X5 format. Officers will place a copy of the request in the case file. The Investigating Officer will respond back to the Forensic Unit to pick up the photos and place them in the case file prior to it being sent to the Commonwealth Attorney's Office.

APPROVED:
CHIEF OF POLICE



3. Once a case file is completed for the Commonwealth's Attorney, the Investigating Officer's supervisor will review the case file for completeness, accuracy, and initial the final supplemental report thus documenting his review. A complete copy of the case file will then be made and sent to the Commonwealth Attorney's Office by the clerical staff of Investigative Services. Officer's original case file will be maintained in the filing space in Investigative Services. The cases will be filed under the Investigating Officer's name by suspect and case number.
4. The Primary Investigator is responsible for assuring that all supplements, lab reports or other information regarding a case that is received after the main case file has been submitted to the Commonwealth Attorney's Office, is forwarded forthwith to the Investigative Services administrative staff. The Investigative Services administrative staff will assure that a copy is forwarded immediately to the Commonwealth Attorney's Office and, a copy is placed in the case file in Investigative Services. The Investigative Services administrative staff will also forward to the Case Quality Control Administrator a copy of all information, which can not be loaded into The Pistol 2000 Records Management System, for placement in the Central Records file.
5. When final disposition of the case has been reached in the courts, it will be noted on the case file cover sheet by the Primary Investigating Officer who will then forward the complete case file to their immediate supervisor for review and signature. The entire case file will then be sent to Central Records.

B. CASE(S) CLOSED BY EXCEPTIONAL MEANS:

When a case is closed by exceptional means, the Investigating Officer shall forward the complete case file to their immediate supervisor. The report must contain a final supplement which includes the identity of the suspect and the reason(s) why the case qualified for exceptional closure. The officer's supervisor will review the case file, initial the final supplement, and will assure that the report is properly loaded into The Pistol 2000 Records Management System.

C. INACTIVATED CASE(S):

A final supplement will be completed by the Investigating Officer stating why the case was inactivated. The officer's supervisor will review the case file and will assure that it is properly loaded into The Pistol 2000 Records Management System.

D. PENDING ARREST CASE(S):

In cases where the arrest is pending, the case file will be maintained in a separate file in Investigative Services under the Investigator's name, suspect's name and case number. The case file should include all pertinent reports in accordance with the Case File Cover Sheet. If the warrant for the suspect was entered on the computerized system for Wanted Persons, a copy of the entry message should be included in the case file. If the Commonwealth Attorney's Office has authorized extradition for the suspect, a signed statement to that effect should be included in the case file. Once the suspect is arrested, it is the responsibility of the Investigating Officer to ensure that the suspect's name is removed from the computerized system and a copy of the deletion message entered into the case file.

Investigating Officers will contact the victim and witness, on at least a quarterly basis, to determine if there is any additional information of value to the investigation. Furthermore, the Investigating Officer will complete the form (Review of Pending Arrest File) and submit it as part of the case file to his supervisor for review. Afterwards, the supervisor will file the case accordingly.

- E. Case files, which are maintained in Investigative Services, especially those pending adjudication and/or arrest, will be maintained under the strictest security. The files will be locked at all times other than normal duty hours for Investigative personnel. The supervisor on the Evening Shift shall be responsible for ensuring that the case files are properly locked and secured.
- F. When warrants with case numbers are served, the arresting officer will submit a supplement on the arrest and forward it to the Case Quality Control Administrator for case file updating; it will then be forwarded to Investigative Services.