



Sheridan Police Department
Policies and Procedures
20.9 Replaces 401.6
Chapter 20 – Investigations
Section 9 – Case Assignments & Follow Ups

Date: January 1, 2013
Revised: 03/16/2022

Signature:

Supervisors are responsible for assuring that cases are fully investigated. Officers should recognize the importance of case follow-up and their responsibility in completing case assignments.

20.9.1 Case Assignments and Follow-Ups

- A. Reporting officers shall list case status in their report. Supervisors shall ensure the correct status is listed during the review process.
- B. Officers are responsible for follow-up investigation of their original cases unless the case is assigned to the detective division or another officer.
- C. A patrol supervisor may request a case be investigated further by the detective division. This request should be made when the nature of the investigation due to the complexity, time required, possible consequences, or sensitive nature indicate a detective should complete the investigation. The special operations lieutenant or designee may choose to not accept the case and send it back to the patrol supervisor for assignment and investigation. Cases assigned to detectives will generally only be felony level crimes.
- D. Detectives may be assigned some misdemeanor cases if it is related to other cases they are working, if it is a misdemeanor case requiring extensive follow-up, or if it appears related to other crimes. The special operations lieutenant or designee will notify the original officer's supervisor if the case should be assigned to detectives.
- E. The special operations lieutenant or designee, upon reading a report, will assign cases to detectives determining the priority based upon the gravity of the offense, probability of solution, and urgency of action.
- F. The special operations lieutenant or designee will assign cases based upon caseload and manpower considerations. If a case requires specialized skills or knowledge, efforts will be made to assign the case to the detective who possesses the training or expertise required to investigate the case.
- G. Supervisors shall utilize the records management system to monitor the status of cases assigned to individual officers. Supervisors shall regularly review case status reports to ensure officers complete their assigned casework.
- H. Officers will generally close out assigned cases within nine (9) shifts of taking the report. If the case cannot be closed out within nine (9) shifts the responsible officer must meet with their supervisor about the incident (see section M). Officers should take some action on the case within two (2) shifts. If immediate action is not able to be taken the reporting person will be notified.
- I. Some cases require immediate action. Those cases will be brought to the officer's attention by the supervisor. If the officer assigned to the case is unavailable, shift supervisors will reassign the case and assure the investigation is completed.

- J. Officers will notify their supervisor if they are unable to meet the closure deadline. The supervisor will then ensure the case continues to receive appropriate attention. If the case cannot be closed within a reasonable amount of time, the supervisor will make the division commander aware of the circumstances surrounding the case.
- K. Officers should strive to complete reports as soon as practical. At a minimum by the end of shift, officers shall complete all involvement entries, arrest affidavits, a case summary, and a synopsis. If a custodial arrest is made, Title 25 action taken, or a child taken into protective custody, prior to the end of the officer's shift the narrative report will reflect actions taken and information gained to that point.
- L. Officers will keep in contact with the victim in reference to their progress in the case and prior to closing the case.