

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE August 4, 2008	NUMBER 1602
SUBJECT Case File Management		
REVISED		
REFERENCE SCLEA 16.1.2	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 2

A. Purpose

The purpose of the policy is to establish a system of case file management for criminal investigations.

B. Policy

Case files are maintained on all cases in which investigative activities are ongoing. The case files provide an immediate information resource to investigators. Consistency of the information contained in the case files is maintained through the guidelines listed below. (SCLEA 16.1.2)

1. Supervisors in Uniform Patrol, Criminal Investigations Division, and selective enforcement maintain an investigative case status control system. At the time a case is assigned for follow-up, the following information is recorded:
 - a. Investigating officer assigned.
 - b. Case number and date.
 - c. Arrests.
 - d. Case status.

2. Case files are administratively designated by one of the three following specific

status classifications:

- a. Active – Indicates the case is assigned to an officer and the investigation is active.
 - b. Administratively Closed – Indicates all available leads have been exhausted, but the incident has not been resolved, and the investigative efforts may be resumed as needed.
 - c. Cleared – Indicates the case has been resolved according to the standards of the Uniform Crime Reporting System.
3. Case files are maintained on all cases in which investigative activities are ongoing. These files are an immediate information resource to investigators and are to include:
- a. Copy of the preliminary report.
 - b. Copy of statements.
 - c. Results of examinations of physical evidence.
 - d. Case status reports.
 - e. Other reports and records needed for investigative purposes, such as breath alcohol examination results or prior criminal records.
 - f. Evidence collection forms.
4. Accessibility to case files is limited to officers on a need-to-know basis. Accessibility to case files normally includes investigating officers, their supervisors, and the Solicitor's Office.
5. Case files are consolidated into the central records system when the case is suspended or cleared.
6. Purging and destruction of all investigative case files will be based on the department's records retention schedule.

By order of:



Martin D. Brown, Chief of Police

8-1-08
Date