

Purpose

To establish procedures for the management and accountability of criminal investigations conducted by the investigators assigned to the criminal investigation division.

Policy

It is the policy of the Cecil County Sheriff's Office to properly track the investigative efforts by detectives and to ensure that investigations are being properly documented.

A. Responsibility

1. A CCSO Investigation Caseload Ledger (Form 14) will be maintained for each police employee whose primary assignment is that of investigation including supervisory personnel.

B. Content

1. The ledger will contain a chronological record of all criminal, administrative, and other miscellaneous responsibilities assigned to the investigator.
2. Initial or follow-up assignment of any of the following criminal or administrative investigations will be recorded in the ledger:
 - a. Criminal Offense
 - b. Missing Person
 - c. Applicant Investigations
 - d. Warrants Service
 - e. Criminal and/or Other Summons Service
 - f. Other Related Criminal Investigative Activities
3. The ledger will be completed according to the following caption explanations:
 - a. Case Number "P"– Primary and "A" Assisting Investigator
 - (1) Record the complaint control number or unique file number assigned to the activity.
 - (2) A notation under "P" indicates the investigator is assigned overall responsibility for the activity, i.e., coordination, investigation report submission, etc.
 - (3) A notation under "A" indicated the investigator performed a support function, assisting another who has the primary assignment, e.g. an investigator assists a uniform patrol Deputy with the interrogation; a technician/investigator processes

a crime scene; an investigator interrogates a suspect for another investigator, etc.

- (4) Differentiating between primary and assisting is a management tool used to specifically identify investigative time by individual. The categories cannot be combined to provide a total caseload picture. An “assist” is what it implies and will not be counted as a “case”. If an investigator’s ledger has all entries identified as “assisting” for the purpose of counting cases assigned, there are none. However, there is a record of investigative man-hours for this individual. Counting an “assist” as a case creates an inflated caseload picture.

b. Nature of Investigation

- (1) For investigators with the primary assignment, indicates the kind of investigation and victim / defendant /applicant, e.g., rape – Mary Doe – questioned witness – crime scene search.
- (2) For assisting investigators, in addition to the kind of investigation and victim / defendant / applicant, indicated the activity, e.g., rape – Mary Doe – questioned witness – crime scene search.
- (3) To aid in recording the total man-hours, the names of assisting investigators should be placed in this section.

c. Date Assigned – is the date an investigation is assigned to the primary investigator. For assisting investigators, enter the date the activity occurred or a permanent assisting assignment is made. (There may be investigations where additional personnel are assigned to assist, however, there will only be one primary investigator.

d. Initial Report Received – Date and Hours Used – Record the date the initial report was submitted for initial review and the approximate investigative man-hours (nearest one-half hour) expended to submit the report. For incidents initially investigated by uniformed personnel, this will reflect the date the report is received by the Investigation Division. The investigative hours may be omitted. Enter N/A for entries for assisting investigators.

- e. Supplement Reports – provides space to record six supplement “Due” and “Received” dates. When a supplement report is received the supervisor will record in the Supplement Report Rec’d. block the date and the amount of time committed to that particular segment of the investigation by the investigator. If more than one investigator is working the same case times will be broken down by investigator and entered on the individual’s ledger under the particular case number indicating the appropriate status, i.e., Primary or Assisting. Investigators will record, on the last page of any reports submitted, the total man-hours expended for those activities resulting in the report. If other personnel assisted the primary investigator and their reporting requirements are being satisfied by the submission of one report, the investigator submitting the cumulative report will supply a breakdown of man-hours by individual, e.g.:

Cpl Black -	3
DFC Brown -	3
DFC Henson -	3
	———
Total Man-hours	9

The reverse side of the Investigation Caseload Ledger has been designed to record those supplement reports, which exceed the spaces provided on the front of the form. Entries will be cross-referenced by case number and the primary or assisting indication. Hours expended by investigators submitting reports covering their own activity will not be included in any other reports.

- f. Status – Enter the date under the proper column indicating the appropriate disposition of the investigation, i.e., suspended or closed by arrest or other means.
- g. Reopened – When appropriate, enter the date a suspended or closed investigation is reopened. If the investigative responsibility is changed, enter the new investigator’s name; if no change enter “N/A”.
- h. Total Investigative Man-Hours – The hours listed on an investigator’s caseload ledger should reflect his investigative hours only. Any assisting investigators will carry their hours on their respective caseload ledger only.

Supervisor wishing to calculate total man-hours on a particular case could refer to the case file or total the hours or the primary and all assisting investigators for that particular case. Time committed to a case by uniformed personnel will not be included in the primary or assisting investigator's caseload ledger, as it is captured by the CAD system.

4. The ledger provides a concise indicator identifying activity associated with an individual's assigned cases. The ledger is a management tool providing an avenue for supervision to become involved with case management.