

# Peoria Police Department Policy and Procedure Manual

## Policy 4.17 Case Management



**“Our Community...  
Our Commitment”**

### I. POLICY

It is the policy of this Department to use a case screening system based on solvability factors to determine whether a case will be assigned for continued investigative effort. It should be remembered that solvability factors only serve as a guideline for case assignment. Determination for case assignment must be made after careful consideration of all factors regarding a particular case, including solvability factors.

### II. PROCEDURE

A. Completing Report Forms: When an Incident Report (IR) is completed, supervisors shall check the report to ensure completeness and accuracy.

1. The preliminary investigation should be as complete and thorough as possible.

2. The officer conducting the preliminary investigation shall ensure that all information available at the time the initial report is conducted is obtained and reported.

3. The eight (8) factors which will influence whether or not a report will be assigned for further investigation are as follows:

a. Does the report reflect the elements of a criminal offense?

b. Is there pertinent information which will lead to a suspect?

c. Is there any suspect information available as listed in the report?

d. Has any physical evidence been collected that relates to the commission of a crime or that can identify a suspect?

e. Does the report contain any information that will positively identify any property that was taken in a criminal act?

f. Was there evidence of a unique method of operation on the part of the criminal offender or suspect that can be tied or identified with other criminal acts?

g. Is the complainant and/or witness willing to assist in prosecution?

h. Cases involving special circumstances in which the Bureau Lieutenant determines the need for further investigation or follow-up.

#### B. Report Information

1. All information contained in reports shall be legible, comprehensive, and complete. All of the information gathered in the preliminary investigation should be tied together in the narrative section of the report.

Failure to do so will result in the report being returned to the originating officer for correction or clarification.

2. All reports shall contain adequate information so that reviewing employees may accurately apply the solvability factors and make an informed decision on whether a follow-up investigation can successfully be completed.

3. Officers shall not advise complainants that detectives will be contacting them in reference to their case. Depending upon the solvability factors involved, the case may not be assigned for follow-up investigation. Officers and PSO's will supply PPD Report Information Brochures to all persons that require an Incident report.

#### C. Assignment of Cases (42.1.4)

1. Cases will be assigned based on the number of solvability factors and the assigned weights which these factors have pertaining to a specific case.

##### 2. Patrol Services Bureau

a. Patrol Supervisors will review and approve all reports submitted by assigned personnel to ensure that all information necessary to assign a case has been included and that the elements of the offense are present. Patrol supervisors will ensure all applicable Report Writing protocols are contained in the incident reports that Patrol personnel author.

b. Officers, with supervisor approval, may hold a case for patrol follow-up if there is reason to believe that the case may be solved with minimal investigation, without CIB resources, and there will be no impact on the duties or responsibilities of the shift. All reports being held for patrol follow-up shall be completed within the investigating officer's work week.

c. All cases that are not retained for immediate follow-up by patrol will be forwarded to the Records Management Section for review. (42.1.4)

(1) Supervisors will ensure that a copy of the face sheet of all reports being retained for follow-up investigation are forwarded to the Records Management Section for tracking purposes. A notation will be added to the face sheet copy to inform Records Management personnel that the incident is being retained for investigation by Patrol personnel.

(2) Records Management personnel will be responsible for disseminating copies of reports to the Criminal Investigations Bureau as outlined in the Records Management policy of this manual.

##### 3. Criminal Investigations Bureau (42.1.2)

a. The respective CIB Sergeant shall assess the solvability factors of each case using the Solvability Factor Worksheet.

b. Assignment of cases to CIB personnel shall be at the discretion of the respective CIB Sergeant. The CIB Sergeants will be responsible for checking and reviewing all supplemental reports maintained by the assigned detective, and the review of assigned cases with detectives and officers working out of CIB on follow-up investigations or self-initiated reports.

c. Those cases that are assigned to detectives or officers working out of CIB on follow-up investigations will be worked until all viable leads have been exhausted.

(1) When there are no further viable leads available or no further progress can be made on an assigned case, the assigned detective or officer will notify the complainant that the case is being inactivated and that no further action will be taken until more leads develop.

(2) The investigating officer shall note in the supplemental report that the complainant was contacted and advised that the case was being classified as inactive.

4. The Patrol supervisor, Records Management personnel, CIB Lieutenant, or any CIB supervisor may refer any report submitted for review back to the originating officer, through the chain of command, for additional information, clarification, or re-classification as deemed necessary.

#### D. Prioritization

1. The extent of follow-up will be determined by the application of those solvability factors that are present and the degree of seriousness that is given to the incident.

2. Each case, in turn, is measured against all other cases assigned to the detective to help determine the amount of future follow-up.

E. Case File Maintenance – see 4.02 Criminal Investigations Bureau

#### F. Solvability Factors (42.1.2)

1. Cases that have a total weight of solvability factors totaling 20 points or more will be assigned for follow-up investigation. See Criminal Investigations Bureau Form H (case solvability factors form).

a. Those with less than a total of 20 points will be assigned at the discretion of the CIB Sergeants.

b. Only victims of crimes that are under current investigation by CIB will receive information cards informing them who the case is assigned to and what the

Unit supervisor's name and contact number is. Other persons who require information on their reports will receive a PPD Report Information Brochure at the time the offense is reported.

2. All cases that are referred to the Criminal Investigations Bureau for evaluation and assignment will be assessed by a CIB Sergeant to maintain consistency in the solvability factors and assignment of cases for follow-up investigation. The guidelines that are attached will be used for determining solvability factors of cases and include the screening weights that will be used to determine which cases will be assigned for follow-up investigation by officers and detectives.

G. Purging of Files (42.1.3.e)

1. When an investigation is either cleared, unfounded, or otherwise adjudicated, the case file should normally be destroyed by shredding after all relevant investigative information has been properly supplemented into a report and pertinent non-enterable documents placed on file in the Records Management Section. This is not intended to preclude retention of unit files at the direction of the supervisor.

2. Tape recorded interviews with suspects, witnesses, or victims will not be destroyed. They will be impounded as evidence even if they have been transcribed.

H. Review of Dismissed, Turned-Down, or Further Cases (42.1.4)

1. All CIB furthers will be sent back through the appropriate Patrol Services Bureau supervisor to the originating officer on the designated form. These furthers shall be supplemented and forwarded through the Records Section and back to the appropriate CIB Unit within 5 days of receipt of the request for further information. In the event the involved officer is unavailable during that time period, the PSB supervisor shall contact the involved CIB supervisor for additional instructions on how to further the report.

2. Any case that is dismissed by a court or turned down by a prosecutor due to alleged law enforcement mishandling will be reviewed and appropriate action taken.

**Peoria Police Department  
Policy 4.17 Case Management  
Original Issue Date: 01/01/03  
Last Revision Date: 01/27/06  
Next Review Date: 06/30/07  
Office of Primary Responsibility: CIB  
Editor: J. Ellison  
Reviewed By: R. Smith**

**APPROVED:**   

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**PEORIA POLICE DEPARTMENT CRIMINAL INVESTIGATIONS BUREAU  
CASE SOLVABILITY FACTORS ASSIGNMENT FORM**

**DR#** \_\_\_\_\_ **OFFENSE** \_\_\_\_\_

**DETECTIVE ASSIGNED** \_\_\_\_\_ **DATE ASSIGNED** \_\_\_\_\_

Death Investigation.....	20
Felony Sexual Offense.....	20
Kidnapping.....	20
Aggravated Assault (Major Felony = Weapon Used/Serious Injury).....	20
Robbery (Major Felony = Weapon Used/Serious Injury) (w/o = 10 pts.).....	20
Child Abuse (Major Felony = Serious Injury).....	20
D.V. Assault.....	20
Arson Occupied.....	20
Assault.....	08
Bias Crimes.....	20
Endangerment.....	08
Threats.....	05
Custodial Interference.....	15
Misc. Sexual Offenses.....	15
I. J. P. (independent evidence).....	17
I. J. P.....	10

**Property Crimes**

DV Property.....	15
Arson.....	10
Commercial Burglary 50K+.....	20
Commercial Burglary 25K – 50K.....	15
Commercial Burglary up to 25K.....	08
Residential Burglary 25K.....	10
Residential Burglary 3-25K.....	08
Residential Burglary up to 3K.....	05
Theft under 2K.....	04
Theft 2K to 3K.....	08
Theft 3K to 10K.....	10
Fraud Commercial Victim.....	05
Fraud/ID Theft.....	10
Criminal Damage 6F 250-2K.....	06
Criminal Damage 5F 2-10K.....	08
Criminal Damage 4F 10K+.....	17
Aggravated Criminal Damage Church or School: 5F.....	20
Theft of Automobile.....	10
Vehicle Burglary.....	05

**Case Decision**

Suspects Named.....	03
Suspects Description (not if named).....	02
Suspect can be Identified/Known to Victim.....	04
Suspect can be Located.....	10
Independent Witness to Offense.....	05
Suspect Vehicle License #.....	03
Usable Latent.....	07
Distinctive Method of Operation (MO).....	02
Respond within 1 Hour.....	03
Respond after 1 Hour.....	01
Vehicle Description.....	01

**Review Regardless of Total**..... \_\_\_\_\_

**Cases having 20 total points will be assigned to a detective.**

**TOTAL POINTS** \_\_\_\_\_