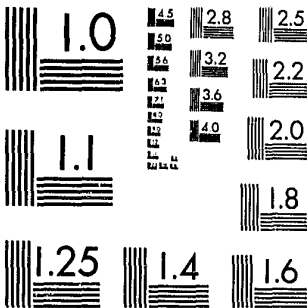


National Criminal Justice Reference Service



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## TABLE OF CONTENTS

	<u>Pages</u>
SECTION I	
Introduction.....	1-2
SECTION II	
Systems Assessment.....	3-8
SECTION III	
Investigative System Upgrade.....	9-12
SECTION IV	
Summary and Conclusion.....	13-14

## APPENDICES

- A - Case Management Receipt Procedure
- B - Patrol Officer Follow-Up Procedure
- C - Report Review Procedure
- D - Case Screening and Control Unit
- E - Case Monitoring Forms

## SECTION I

### INTRODUCTION

Since the implementation of the Integrated Criminal Apprehension Program (ICAP), various management systems have been introduced to the Stockton Police Department.

These include the following:

- . Establishment of a Comprehensive Career Criminal Program.
- . Development and Implementation of a Crime Analysis Function within the Police Department
- . Development and Implementation of the Telephone Report Unit.
- . Development and Implementation of a Report Transcribing Unit.
- . Development and Implementation of the Daily Confidential Bulletin.
- . Operations Analysis/Manpower Allocation.

The majority of these changes dealt specifically with patrol operations. To continue this departmental systems upgrade, we now need to address the investigative systems within the department.

In 1979, Stockton Police Officers filed 26,835 formal crime reports. Part I crime accounted for 15,022 of these reported crimes. Entering 1980, Stockton is experiencing a growth rate of approximately 5% (two-and-a-half times the State average). It can reasonably be expected that with this continued population and industrial growth, reported crimes will continue to climb.

The Stockton Police Department's Investigations Division is currently managing criminal investigations in a traditional case assignment mode. Unfortunately,

with the volume of today's reported crimes, it has become increasingly difficult to keep track of cases in a cohesive and effective way.

This report is an overview of a "Managing Criminal Investigations System" (M.C.I.) which should enhance our investigative efforts. Effective November 1, 1980, this system shall be adopted by the Stockton Police Department. By doing so the following should be achieved:

- . Development and implementation of a "Case Management Receipt System" (CMR) which includes case solvability factors.
- . A formal case screening process.
- . A formal case management system for investigations.
- . Eliminate duplication of investigative efforts between Patrol and Investigations personnel.
- . Standardized case monitoring system between the Investigations Division and Juvenile Section.

## SECTION II

### SYSTEMS ASSESSMENT

To determine the needs of the Stockton Police Department's Investigations Division and Juvenile Section prior to implementation of a Managing Criminal Investigations system, the Operations Support Section conducted an assessment of report handling responsibilities of the following:

- . Patrol Section
- . Records Section
- . Investigations Division
- . Juvenile Section

#### Patrol Section

Presently, the Patrol Section is commanded by a captain. The section is divided into four separate shifts. Each shift is supervised by a lieutenant who is assisted by four sergeants. Generally, a shift is composed of approximately 30 police officers, 4 sergeants, and one lieutenant. The only exception to this is the overlap shift which consists of 24 officers and two sergeants.

Currently, the Patrol Officer's role during the investigative process is limited. Patrol Officers routinely respond on a priority basis to all reported crimes. They complete the preliminary investigation and the original crime report. Upon completion, the crime report is given to the Records Section. (No formal supervisory review of reports currently exists.) Records Section personnel then distribute the crime report to the various sections in the Police Department.

Today, a Police Officer is not involved in the case management or investigative process beyond completing the original crime report. Officers do not know which crime reports are routinely assigned for investigative follow up nor do they know which cases will automatically be suspended.

#### Records Section

The Records Section is commanded by a sergeant. The sergeant is assisted by two civilian supervising police clerks. There are 21 police clerks assigned to the Records Section. A minimum of two police clerks are on duty during Third Watch (1600 - 0000) and First Watch (0000 - 0800). The remainder of Records personnel are assigned to Second Watch (0800 - 1600).

One of the main objectives of the assessment of the Records Section was to observe how records personnel could better support the investigative process. More specifically, what clerical functions could be undertaken at the Records Section level to relieve Investigations of clerical-type sorting and collating of reports, etc.

The primary focus of the assessment of the Records Section was First Watch (0000 - 0800 Hrs.). The principal duties of the police clerks on this shift consist of:

1. Completing all required court work.
2. Indexing officer dailies.
3. Filing pouches.
4. Handling miscellaneous requests.

Additionally, the duties of the Headquarter's person were assessed. The Headquarter's person on each shift has responsibility for equipment assignment, records and warrant checks, etc. Original crime reports are turned into the

Headquarter's person who is responsible to make four copies of each crime report. The reports are then placed into the appropriate box at Headquarter's for distribution to various units.

#### Investigations Division

The Investigations Division is divided into the Robbery-Homicide Detail and the Burglary/General Crimes Detail. The Investigations Division is commanded by a captain; the Robbery-Homicide and Burglary Details are each commanded by a lieutenant. Eight sergeant investigators are assigned to the Robbery-Homicide Detail, and the Burglary Detail has a complement of ten sergeant investigators. In the Robbery-Homicide Detail, six investigators work Monday through Friday with Saturday and Sunday as their regular days off. Two of the investigators work a phase days off. In the Burglary Detail, eight sergeant investigators are assigned Monday through Friday with Saturday and Sunday as their days off. Again, two sergeants from this detail work a phase days off.

Today, the Investigations Division workday begins with the Burglary Lieutenant and a Burglary Detective Sergeant arriving at approximately 0600 hours. They go to the Headquarter's Desk in Records and empty the Detective box (the drop-off point for all new cases). The next two hours of their day are spent preparing the previous day's (or weekend's) cases for assignment. This process first requires a clerical-type sorting of the crime reports, arrest reports, and subsequent reports into numerical order for both the Robbery-Homicide and Burglary Details. After the reports are sorted into numerical order, the Burglary Lieutenant and Burglary Detective Sergeant again sort through the reports and staple any subsequents pertaining to the original case. The remainder of the materials; i.e., teletypes, information mistakenly placed into the Detective box, etc., is then sorted into stacks. Once the material has been sorted, it is distributed to the appropriate division or placed into

the individual investigator's box. For example, robbery-homicide reports will be placed into the responsible lieutenant's box, auto theft information into the responsible investigating sergeant's box, etc.

Next, the Burglary Lieutenant reads the property crime cases for solvability factors. (It is not uncommon to have 50 new cases which will require review.) As the solvability of a case is determined, the reports are again separated into two stacks. One stack will be for cases to be assigned to investigators, and the other will contain suspended cases. The solvability or non-solvability of a case is left to the discretion of the lieutenant. All cases are then logged by the lieutenant on a case management form. This form is currently used for case management purposes and for researching the progress of a case. On a daily basis, many other tedious clerical tasks are completed between 0600 and 0800 hours by the Burglary Lieutenant and Burglary Detective Sergeant.

At 0700 hours, the Robbery-Homicide Lieutenant arrives at the division office to begin his workday. Excluding the sorting of the division's daily paperwork, the Robbery-Homicide Lieutenant also reads each crimes against person case for solvability factors and logs them on the form for case management purposes. Upon completion of these various duties, it is now 0800 in the morning; and the investigators have arrived to receive their case assignments.

Each lieutenant then conducts a briefing with his investigators. New case assignments plus other routine business are discussed. During briefing, the lieutenant may request a status report from an investigator on a previously assigned case. Status reports such as this are requested sporadically. They are usually limited to cases which are highest in priority or unique in nature. The final decision to suspend or continue an investigation is usually left to the discretion of the investigating officer.

By 0830, all cases with sufficient solvability factors have been assigned to the investigators. As a result of the exorbitant amount of clerical time spent preparing for the workday to begin, both the Burglary/General Crime Lieutenant and the Robbery-Homicide Lieutenant secure at earlier hours than their respective shifts.

#### Juvenile Section

The Juvenile Section is commanded by a lieutenant who is assisted by one sergeant. Twelve police officers are assigned to the section.

Today, the Juvenile Section workday commenced with one experienced police officer arriving at 0700 hours, Monday through Friday. Like Detectives, he empties the section box (containing the new crime, arrest, and subsequent reports, etc.) at the Headquarter's Desk. The police officer returns to the section office and also completes a clerical-type sorting of all the reports; i.e., placing them into numerical order. Each new report is then logged for case management purposes.

At approximately 0730 hours, the Juvenile Sergeant arrives at the office. He reviews the new crime reports for solvability factors and determines which cases will be assigned for follow up. As in Detectives, the Juvenile Sergeant makes his determination using his own discretion. At the conclusion of his review, it is 0800 hours. The Juvenile Sergeant then conducts a briefing for the day-shift officers. The briefing and status report on each case is conducted in essentially the same manner as in the Investigations Division.

#### General Comments

The systems assessment of the investigative process now being used in the Stockton Police Department revealed several shortcomings in the current system

of operation. It should be noted, however, that the systems that were assessed have been in place for a number of years. Many of those who are now in charge are not responsible for the process which is currently ongoing. Therefore, it should be noted that the comments which follow are directed at the process and not the people involved.

Overall, the systems assessment of the investigative process in the Stockton Police Department revealed that we are doing things in much the same way as other police departments of comparable size throughout the nation. The Patrol Officer's role in the investigative process is limited to the taking of the initial crime report. This crime report is processed by the Records Section and copies of the crime report are sent to various investigative units and others responsible for reviewing crime reports in the Police Department. From a process point of view, the paperwork flows smoothly and the work is assigned in an efficient manner. However, in assessing the effectiveness of the total investigative operation from beginning to end, many deficiencies were found that need to be corrected in order to maximize the efficiency and effectiveness of the investigative process.

### SECTION III

#### INVESTIGATIVE SYSTEM UPGRADE

In the preceding section of this report, some of the more notable deficiencies in our current investigative system have been described. In this section, the M.C.I. system for upgrading the investigative process in our department is presented. Exhibit A is a flowchart which shows the case review and follow-up system to be used in the upgrade of the department's current investigative process. This section will provide an overview of the changes to be made in the investigative process under the new system.

#### Preliminary Investigation (Patrol)

As indicated on the flowchart in Exhibit A, the changes will begin in the preliminary investigation done by Patrol. The primary change in investigative techniques to be utilized by Patrol Officers will be the addition of a Case Management Receipt System (CMR) to what is currently being done in the field. The CMR is a multi-copy form printed on NCR paper. Included in the CMR will be an original, investigations, recontact investigations, and victim copy of the CMR form.<sup>1</sup> The purpose of the CMR is to provide a means by which a Patrol Officer will become more involved in the investigative process through the classification of crimes the officer is investigating. Nine separate solvability factors have been identified by the Stockton Police Department's M.C.I. steering committee on the CMR form. It will be the responsibility of the Patrol Officer investigating the crime to indicate whether any or all of the solvability factors are present in the crime being investigated. It will then be the responsibility of the Patrol Officer to classify the crime as:

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<sup>1</sup>See CMR and procedure in Appendix "A".

# CASE REVIEW AND FOLLOW-UP SYSTEM

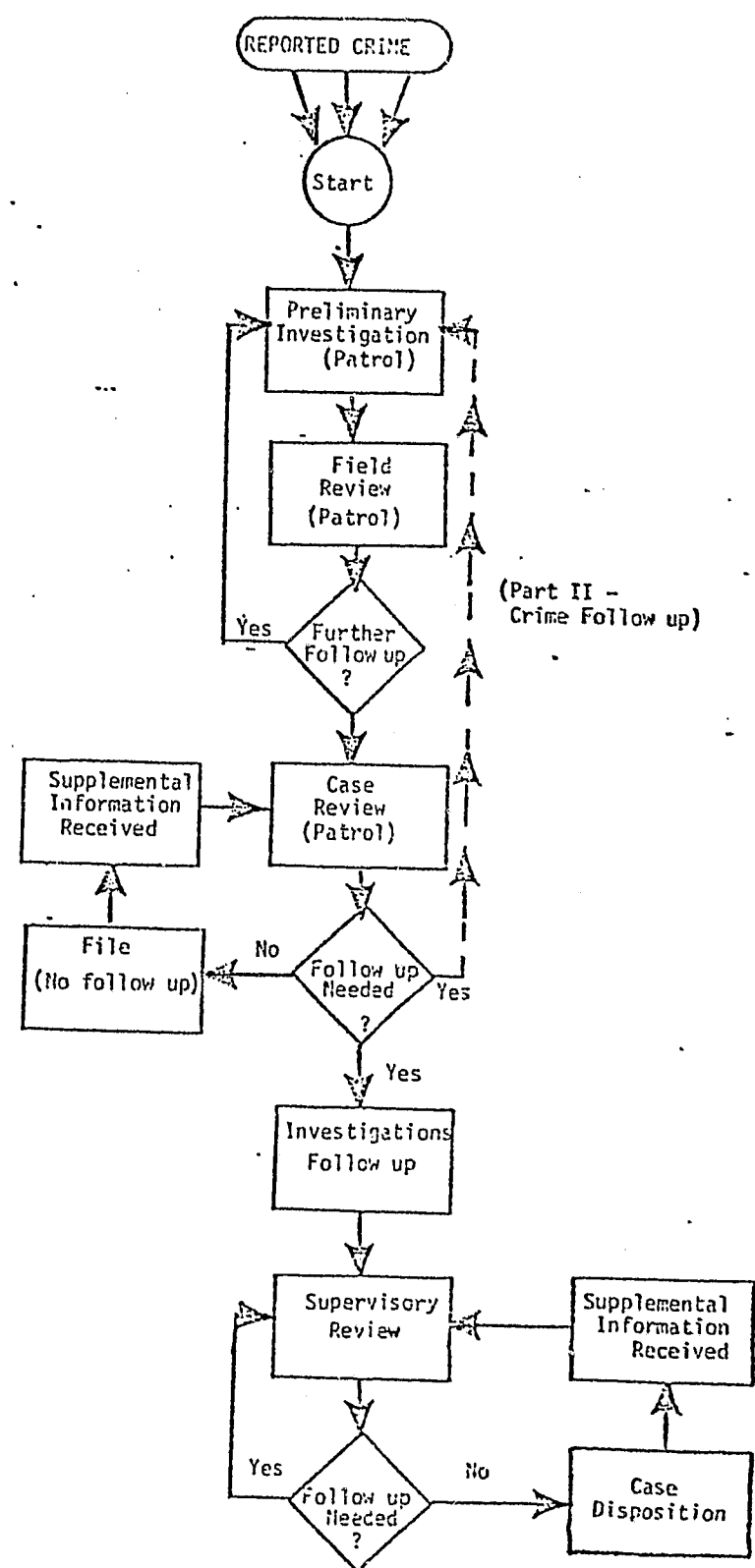


EXHIBIT A

- Detectives - Needing follow up by Investigations
- Field Operations - Needing follow up by Patrol
- Crime Analysis - Follow up not warranted

A copy of the CMR will be given to the victim. The CMR will contain information such as (1) Crime report number; (2) The name, shift, and watch of the reporting officer; and, (3) Information regarding the California Government Code Section 13959 "Aid to Victims of Violent Crimes."

More importantly, however, the CMR will provide a means by which Patrol Officers will begin focusing their investigation on information which provides the best leads to identifying the perpetrator of a crime. It will also provide a means by which case review officers can quickly look through a crime report to determine if follow up is necessary. Through the use of the CMR, Patrol Officers become intimately involved in the investigative process. They are primarily responsible for classification of crimes based upon solvability factors. In addition, Patrol Officers have the responsibility of expanded preliminary investigations on crimes classified as "Needing follow up by Patrol" (Field Operations).<sup>2</sup> This provides Patrol Officers with more direct involvement in the investigations process. The end result should be an increase in the quality and quantity of information collected at the scene of each crime investigated.

## Patrol Sergeant Report Review

One of the key elements to improving the quality and quantity of information being gathered in the investigative process in Patrol will be supervisory review of crime reports by Patrol Sergeants. It cannot be overstressed that the information available to Patrol Officers during the initial investigation has been found to be most critical in the successful closure of criminal cases.

<sup>2</sup>See procedure for Patrol Officer Follow Up in Appendix B.

Therefore, it is equally important that a supervisor review reports in the field to insure that needed information is being collected by Patrol Officers at the time the incident takes place. Therefore, it will be necessary that sergeants review and sign off reports before they are submitted to the Records Section.<sup>3</sup>

#### Case Screening and Control Unit (Patrol)

One sergeant has been assigned as Case Screening and Control Officer in the Patrol Section. Once the case management receipts and reports are written on a crime, they will be submitted to the Records Section for distribution. The original copy and goldenrod copy of the CMR and a copy of the crime report will be sent to the Case Screening and Case Control Section. The primary responsibility of this unit will be to review the CMRs to insure that the proper classification of the cases have been made by Patrol Officers. In addition, this section will have primary responsibility for case control of those cases which have been designated as "Needing follow up by Patrol." This means that all reports classified as "Field Operations" will be handled by Patrol. This unit has developed a system for distribution of those cases which must be followed up by Patrol Officers during the Second and Third Watches.<sup>4</sup> Officers assigned for case follow up will complete the follow up and resubmit the cases for review by the Case Screening Unit. In all such cases, the incident will be reclassified as: Detective - "Needing follow up by Investigations" or Crime Analysis - "No follow up necessary."

<sup>3</sup>See Appendix "C" for Report Review Procedure.

<sup>4</sup>See Appendix "D" for Case Screening and Control Unit System.

#### Follow up on Cases Classified "Detective" (Investigations or Juvenile Section)

The Investigations Division or Juvenile Section will receive copies of all crime reports regardless of classification. However, it will be the primary responsibility of the Investigations Division and Juvenile Section to follow up on crimes classified as: Detective - "Needing follow up by Investigations." In addition to the established procedure in both units, the new system will require a revision of the existing assignment log, a new investigator assignment record, and a form to be completed by investigators on cases assigned to them.<sup>5</sup> These new forms have been developed to assist in keeping a record of each investigator's case load and the progress made on their cases.

<sup>5</sup>See Appendix "E" for forms.



#### SECTION IV

##### SUMMARY AND CONCLUSION

Effective 11-1-80 this Investigative System Upgrade will be implemented in the Stockton Police Department. These changes should significantly increase the effectiveness and efficiency of our current investigative process.

To assure a smooth transition into this system, the following have already been accomplished: (1) Records Section personnel are now sorting into order all reports forwarded to Investigations and Juvenile Section; (2) The Case Screening Unit is reviewing crime and arrest reports; and (3) Training for departmental personnel is scheduled.

It is anticipated our M.C.I. system will affect the investigative process in several positive ways: (1) For patrol officers, the Case Management Receipt will eliminate the mystique of which cases are routinely assigned investigative follow up; (2) As patrol officers conduct case follow up they will develop new investigative skills; (3) As patrol officers develop new skills, we can anticipate more comprehensive preliminary investigations and reports; and (4) Departmental compliance with the State "Victim Indemnification" requirement will be uniformly met.

Investigations will benefit from this upgrade by: (1) Investigations management personnel will work normal duty hours; (2) The Case Management Receipt will expedite report review for case solvability factors; (3) The case monitoring forms will provide a systematic method to record and monitor the progress of each case; (4) Clerical research for reports will be minimized since each victim has their crime report number; and (5) An increase in the clearance rate of Part I/II crimes due to patrol officer follow up.

Procedures to assist each division with the transition into the Stockton Police Department M.C.I. system are found as appendices at the end of this report. They are:

- . Patrol Officer Follow Up Procedure
- . Report Review Procedure
- . Case Screening and Control Unit Procedure

APPENDIX A  
CASE MANAGEMENT RECEIPT

SM 13

**STOCKTON POLICE DEPARTMENT**  
22 EAST MARKET STREET • STOCKTON, CALIF. 95202  
(209) 944-8323 (DETECTIVES)  
(209) 944-8474 (JUVENILE)

**CASE MANAGEMENT RECEIPT**

DATE: \_\_\_\_\_

TYPE CRIME: \_\_\_\_\_

CRIME REPORT NO.: \_\_\_\_\_

CLASSIFICATION:	DETECTIVES	FIELD OPERATIONS	CRIME ANALYSIS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STATUS OF REPORT:	Cleared	Active	Inactive
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Juvenile Involved
			<input type="checkbox"/>
			YES NO

1. SUSPECT NAMED, KNOWN IDENTIFIED	_____	_____
2. SUSPECT VEHICLE WITH LICENSE	_____	_____
3. EYEWITNESS ABLE TO I.D. SUSPECT	_____	_____
4. SUSPECT VEHICLE DESCRIPTION	_____	_____
5. EYEWITNESS ABLE TO I.D. VEHICLE	_____	_____
6. TRACEABLE STOLEN PROPERTY	_____	_____
7. VICTIM CONDITION/URGENCY FOR ACTION	_____	_____
8. SIGNIFICANT PHYSICAL EVIDENCE	_____	_____
9. SUPERVISORY JUDGMENT	_____	_____

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REPORTING OFFICER & BADGE NO. \_\_\_\_\_ SHIFT \_\_\_\_\_ WATCH \_\_\_\_\_

RECONTACT OFFICER & BADGE NO. \_\_\_\_\_ SHIFT \_\_\_\_\_ WATCH \_\_\_\_\_

12345 MARION L. DODD AREA

XN ☐ MCB Moore Business Forms, Inc. Patents 3,075,309 3,429,327



Be SAEY

### INSTRUCTIONS

1. RETAIN THIS REPORT RECEIPT AS YOU MAY NEED THIS INFORMATION FOR THE FOLLOWING:
  - A) ADDITIONAL CONTACTS WITH THE POLICE DEPARTMENT.
  - B) YOUR INSURANCE REPORT
2. CALIFORNIA GOVERNMENT CODE/SECTION 13959 - AID TO VICTIMS OF VIOLENT CRIMES

If you have sustained **PHYSICAL INJURY** as a direct result of a crime of violence, or are legally dependent for support upon a person who has sustained **PHYSICAL INJURY OR DEATH** as a direct result of a crime of violence, or, in the event of a death caused by a crime of violence, you have legally assumed or voluntarily paid the medical or burial expenses incurred as a direct result thereof, you may qualify for indemnification by the State of California for the out-of-pocket wages, medical and/or burial expenses which you have incurred as a result of the crime. Section 13959 et. seq. of the Government Code has established a program to indemnify and assist in the rehabilitation of residents of California who have, as the direct result of a crime, suffered a pecuniary loss which they are unable to recoup without suffering serious financial hardship. Claims must be filed with the State Board of Control for the State of California.

For further information regarding this program, please contact:

Victims of Violent Crime Program  
State Board of Control  
926 "J" St., Suite # 300  
Sacramento, CA 95814  
Telephone: (916) 322-4426

Victims of Violent Crime Program  
Legal Advisor  
Stockton Police Dept.  
22 East Market Street  
Stockton, CA 95202  
Phone: (209) 944-8511

### CASE MANAGEMENT RECEIPT SYSTEM

The Case Management Receipt (CMR) is the nucleus of the Stockton Police Department's "Managing Criminal Investigations System". By its adoption, case solvability factors have been standardized within the department. All personnel will be using the same criterion to determine which cases will receive formal investigative follow up or be formally suspended. Additionally, it will assist the Police Records Clerks sort the crime reports for proper distribution. The CMR will be filed with every felony or misdemeanor crime/arrest report except when the victim is the "People of the State of California."

#### System Overview

The CMR is identical in packaging to our current citation books with 25 copies in each book. Each CMR is a four-part form printed on NCR paper. Included will be an: Original, Investigations, Recontact Investigations, and Victim copies.

Upon determining that a crime or arrest report will be completed, the reporting officer shall complete a CMR.

Original: This copy shall be maintained by the Case Screening Unit for statistical and case monitoring purposes. (White Copy)

Investigations: This copy shall be attached to the crime/arrest reports when the case is routed to Investigations by Records.  
(Pale Yellow Copy)

Recontact Investigations Copy: This copy shall be utilized by the Case Screening Unit and the follow up patrol officer. The Comments Section of this copy will serve as a subsequent report to close a case when no other investigative leads develop. (Goldenrod Copy)

Victim's Copy: Whenever a crime/arrest report is completed, the victim will be given a copy of the CMR. The victim's copy will have the crime report number, case classification, victim of violent crime information, reporting officer's name, etc. (Pink copy)

Narrative Explanation

Date - The month, day and year shall be entered on this line. Example: 09-15-80

Type Crime - Only one crime code section will generally be entered in this space. When two or more crimes result from one incident, the more serious crime will be entered. If the cases are of equal crime magnitude, each crime code section should be entered.

Crime Report No. - The crime or arrest report number for each case shall be obtained through Control 3 in the Telecommunications Center. When requesting a number, the reporting officer shall inform Control 3 of the proper crime classification, e.g., 245, 242, 459 P.C., etc. Once assigned a number, the reporting officer will record it on the Case Management Receipt and each page of his/her crime or arrest report before they are turned into Records Section.

Classification

Each completed crime/arrest report will be classified by the original investigating officer. Three report classifications are possible with the CMR:

- . Detectives
- . Field Operations
- . Crime Analysis

Classifications:

Detective: This classification will include all crime reports wherein the officer answers "yes" to questions 1, 2 or 3. It will also include all felony crimes against persons, stolen auto, check, credit card, and fraud cases. The victim will be given the pink copy of the CMR (in all cases), and the three remaining copies of the CMR (paper clipped to the original crime report) will be turned in by the officer to the Headquarter's person. This process remains the same regardless of case classification.

Follow-up investigation in "Detective" classification cases will be accomplished by the Investigations Division or Juvenile Section.

Field Operations: If the officer answers "no" to questions 1, 2, and 3 on the CMR but answers "yes" to questions 4, 5, 6, 7, or 8, the case will normally be classified as "Field Operations".

If the officer answers "no" to questions 1 through 5 but answers "yes" to 6, 7, or 8, he may classify the case as "Field Operations" or "Crime Analysis" at his discretion. The decision to classify a case "Field Operations" should take into account the workability of the traceable stolen property, the physical evidence obtained, or the victim condition/urgency for action that influenced the officer to answer "yes" to question 6, 7, or 8.

In the case of all "Field Operations" classification reports, the recontact with the victim for subsequent follow up will normally be made by Second or Third Watch Patrol Officers. If significant information is developed during the recontact (follow-up investigation),

the officer will submit a formal subsequent report. If the officer determines that this case will be reclassified as "Crime Analysis" and suspended, he will not be required to do a formal subsequent report. The officer will simply note his findings in the Comments Section on the Recontact Investigations copy (Goldenrod Copy) that he is reclassifying the case due to no further information being developed. In this way, Patrol will not be burdened with additional subsequent reports which are of no investigative value.

Crime Analysis: This classification will include those cases having insufficient solvability factors to warrant any follow up being done. Usually the majority or all questions on the CMR are answered "no". In all "Crime Analysis" classification cases, the victim(s) will be advised by the investigating officer that they will not be contacted further regarding this particular crime. The victim should be informed that the case will be filed with the Crime Analysis Unit for geographic area and method of operation (M.O.) comparison during any investigation of similar-type cases. No recontacts of victims will be made by Detectives or Patrol Officers in any "Crime Analysis" classification case.

#### Status of Report

In addition to the classification of Detectives, Field Operations, or Crime Analysis, a report may be placed into one of the following four categories:

- . Cleared
- . Active
- . Inactive
- . Juvenile Involved

Cleared: This section will be marked in "Detective" classification cases in which all the suspect(s) are arrested at the time of the original report. It may be marked in "Field Operations" classification cases in which the recontact by Patrol Section leads to the arrest of the suspect(s) at that time.

Active: All "Detective" classification cases which are not cleared by arrest will be marked "Active." Those "Field Operations" classification cases in which it is the officer's opinion that subsequent investigation by the Patrol Section may bring the case to a successful arrest will be marked as "Active."

Inactive: All "Crime Analysis" classification cases will be checked as "Inactive" at the time of the original report.

After the investigative recontact by the Patrol Officer on a "Field Operations" classification case, it may be determined that there is inadequate information to justify subsequent investigation of the case by Detectives. In these cases, the Patrol Officer will classify the case as "Inactive." It will be treated as suspended and forwarded to the Crime Analysis Unit.

Juvenile Involved: All reports where a juvenile is involved as either the victim or suspect will be marked "Juvenile Involved" on the CMR.

Solvability Factors: Questions 1 through 9 are standardized solvability factors adopted by the Stockton Police Department. Questions 1 through 8 are self-explanatory. Question 9 allows the Case Screening Unit to change the classification of a report when they believe follow up is warranted.

Comments Section: Any additional information pertaining to the investigation would be written here.

Investigating Officer: Each officer shall sign the CMR and list his shift and watch.

APPENDIX B

PATROL OFFICER FOLLOW UP

#### PATROL FOLLOW-UP INVESTIGATIONS

Patrol follow up is being implemented in the Stockton Police Department to expand the patrol officers' role during the investigative process. Additionally, by conducting follow up, the Patrol Section will assist Investigations personnel in coping with today's ever-increasing case load.

Patrol officers will conduct follow-up investigations on selected felony and misdemeanor cases. Generally, patrol case follow up will be conducted during Second or Third Watch.

The following procedure was developed to assist Patrol Section personnel in their new role:

1. All patrol officer follow up will be coordinated by the Case Screening Unit.
2. Cases requiring patrol follow up will be filed by beat in a hard cover folder and placed in a rack on the sergeant's table prior to roll call.
3. It will be incumbent upon the patrol sergeant to check for case follow up prior to the start of his shift.
4. The patrol sergeant will assign case follow up to the proper beat car or flex unit. The type of unit assignment is up to the Sergeant or Watch Commander.
5. Upon being assigned a case follow up, the patrol officer will complete a Case Assignment Record, P.D. Form # , and turn it into the Case Screening Unit. (This form will be included by the Case Screening Unit in the case follow-up folder.)

6. A patrol officer will have five working days to complete any follow up on a case once it is assigned.
7. If an officer is going on his days-off or annual vacation, it is the officer's responsibility to notify his sergeant and the Case Screening unit of this fact. The case will only be reassigned under these circumstances.
8. Upon completing the follow up, the officer will do the following:
  - a. If no additional information is developed, reclassify the case on the "Recontact Copy" of the Case Management Receipt to "Crime Analysis", status "Inactive".
  - b. If additional information is developed, the case will be reclassified on the CMR from "Field Operations" to "Detectives", with the status remaining "Active".
  - c. If after obtaining this additional information the patrol officer cannot clear the case by arrest, the officer will complete a subsequent report containing all additional information developed. The subsequent report and entire case folder will be placed into the Case Screening box at the Headquarters counter.
  - d. The Case Screening Unit will determine if the case has been properly classified. Upon completion of the review, the Case Screening Unit will then either reclassify the case or forward the case to Investigations.



## APPENDIX C

### REPORT REVIEW PROCEDURE

#### PATROL SERGEANT REPORT REVIEW

The following procedure is being implemented to insure reporting officers are collecting the maximum amount of information when the initial report is taken and that the report itself is complete.

1. The Patrol Sergeant shall review each crime or arrest report and the Case Management Receipt before they are turned in at Headquarters.
2. Each report shall be reviewed for proper grammar, spelling, quality of investigations, etc.
3. Each Case Management Receipt shall be reviewed for completeness and proper classification, i.e., Detectives, Field Operations, or Crime Analysis, etc.
4. Upon approval, the Patrol Sergeant shall sign his name and badge number in the "Approved By" box located on each report form.
5. If the reporting officer's shift sergeant has secured from duty, the shift commander shall see to it that the report is reviewed and approved.
6. Reports which have not been approved by a Patrol Sergeant will not be accepted by Headquarters personnel.
7. The reviewing Patrol Sergeant along with the reporting officer shall be held responsible and accountable for each report.

#### APPENDIX D

#### CASE SCREENING AND CONTROL UNIT

#### CASE SCREENING AND CONTROL UNIT

The Case Screening and Control Unit will coordinate each follow-up investigation conducted by patrol officers. A sergeant has been assigned to this function and will act as a liaison with the Investigations Section.

Initially, the unit's duty hours will be 0700 to 1600, Monday through Friday. The Case Screening and Control Unit will be located in Room 116 which is next to the Patrol Roll-Call Room.

#### A. REPORT REVIEW

1. Records Personnel shall place a copy of each crime/arrest report and Case Management Receipt in the Case Screening Box located at Headquarters.
2. The Case Screening Unit will randomly review crime/arrest reports for grammar, spelling, punctuation, and quality of the investigation. Corrective action will be taken on reports as necessary.
3. Additionally, each Case Management Receipt shall be reviewed for completion and proper classification, i.e., Detectives, Field Operations, Crime Analysis.

#### B. PATROL FOLLOW UP

1. The Case Screening Unit shall coordinate each "Field Operations" case follow up with investigations and patrol personnel.
2. All "Field Operations" cases will be followed up by patrol officers primarily on Second or Third Watch. However, cases may be assigned as circumstances dictate to other watches.

3. The Case Screening Unit will record for monitoring purposes each case assigned follow up by patrol.
4. Those cases assigned patrol follow up will be in beat folders located on the sergeants' table in roll call.
5. At the beginning of each shift the patrol sergeant in conjunction with the Case Screening sergeant will assign any case follow up to the appropriate beat or flex officer.
6. Upon completion of the follow up, the Case Screening Unit will review the Recontact Case Management Receipt and/or subsequent report for proper classification, etc.
7. If the case is closed by the patrol follow-up officer, Case Screening will notify the proper investigations section and file the CMR in their office.
8. If additional information is developed, the patrol officers will submit a subsequent report and re-classify the case to "Detectives."
9. Case Screening and Records Section will then forward all subsequent information to the Investigations or Juvenile Section.

APPENDIX E

[illegible]

SECTION/  
DETAIL \_\_\_\_\_[illegible]

## INVESTIGATOR ASSIGNMENT RECORD

INVESTIGATOR \_\_\_\_\_ SECTION/DETAIL \_\_\_\_\_ MONTH \_\_\_\_\_ 19 \_\_\_\_\_

[illegible]

**END**