

NIAGARA FALLS POLICE DEPARTMENT

GENERAL ORDER

EFFECTIVE DATE: 10/02/2013	SUBJECT: CASE MANAGEMENT	Number 343.00 (NYSLEAP O-50-3)
RESCINDS: 04/15/2003		Number of pages 3

I. Policy:

- A. Each investigative division of the Niagara Falls Police Department shall have a formal case tracking mechanism in place. The status of every case opened shall be logged. Once opened, all cases must have a final disposition.

II. Procedure:

- A. There are three investigative divisions within the NFPD; the Criminal Investigation Division, the Narcotics and Intelligence Division, and the Youth Aid Division. Each division uses their own method of case tracking.
- B. The NFPD requires that every case opened must have a final disposition. However, any case closed may be reopened at anytime at the supervisor's discretion. When a case is re-opened, the same procedures must be followed as when a case is originally assigned.
- C. Criminal Investigation Division:
1. CID personnel and supervisors shall review all police reports.
 2. After review, cases shall be assigned to detectives by CID supervisors.
 3. Each detective, upon being assigned a case, shall inform the CID Clerk of the following:
 - a. The detective's name,
 - b. the date the case was opened,
 - c. the case number,
 - d. the victim's name and address,

- e. the date of the crime, and
 - f. the disposition and charges filed, if any.
4. The CID Clerk shall maintain the CID Case Log based upon information provided by each detective.
 5. Each detective shall also submit a supplemental report when opening a case.
 6. The progress of all CID cases shall be monitored regularly by CID supervisors.
 7. All cases shall have a final disposition. The disposition shall be one of the following:
 - a. closed by arrest
 - b. unfounded
 - c. administratively closed (no new leads)
 8. A supplemental report shall be submitted upon disposition of each case. The CID Case Log should show the final disposition.

D. Youth Aid Division:

1. The YAD Commander shall assign all cases following submission of a YAD-16.
2. YAD detectives shall investigate all assigned cases.
3. All cases shall be logged and tracked by the YAD Commander.
4. All cases shall have a final disposition.
5. All cases shall be opened and closed by submission of a supplemental report.
6. One of the following dispositions shall be noted on the report:
 - a. Warn and Release
 - b. Refer to Niagara County Probation Department
 - c. Refer to Youth Court

d. Administratively Closed

E. Narcotics and Intelligence Division:

1. Most cases handled by the NID are assigned by the NID supervisors following:
 - a. A telephone tip, or
 - b. Confidential informant information, or
 - c. Other agency contacts, or
 - d. Direction from the Superintendent of Police.
2. All cases assigned shall be opened and closed with the submission of a supplemental report.
3. NID supervisors shall log and track all open cases.
4. All cases shall have a final disposition.
5. Closed cases shall be entered in the log and the log shall be kept current.
6. One of the following dispositions shall be noted on the final report::
 - a. Closed by arrest, or
 - b. Unfounded, or
 - c. Administratively closed.