



**CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE**



**Guidelines for Case Assignment and Management**

Eff. Date 02/18/2019

**Purpose**

This procedure establishes standards for assigning cases for follow-up. These should be viewed as guidelines; deviation may be appropriate based on the circumstances of a particular case/incident.

<b>Violent Crimes Unit – VCU</b>	<b>Assignment Criteria</b>
Homicide or Attempted Homicide	<ul style="list-style-type: none"> <li>All cases excluding child deaths (Sensitive Crimes specialty), traffic related homicides/fatalities and overdose deaths.</li> <li>Officer involved shootings where a suspect/victim/uninvolved citizen is deceased will be investigated by DCI/other outside agency with assistance of the Officer Involved Critical Incident Team.</li> <li>A District Detective will be assigned to work with the assigned traffic specialist in cases of vehicular homicide, if requested by the Traffic Section.</li> </ul>
Firearms Violations	<ul style="list-style-type: none"> <li>Cases involving the discharge of a firearm that result in injury, that intentionally target another (even if no injury) or that result in damage to buildings/vehicles will generally be handled by VCU.</li> <li>Other firearm related cases will generally be handled by the District of occurrence. These include suicide, clearly accidental discharges with no criminal charges and incidents lacking evidence of an intended target.</li> <li>All shots fired cases will initially be routed to VCU for review.</li> </ul>
Violent Pattern Felonies	<ul style="list-style-type: none"> <li>Includes robberies, armed home invasions, and weapons offenses; will be handled by VCU as resources permit.</li> <li>Cases that do not meet the criteria of “violent pattern felonies” will be referred to the District.</li> <li>Cases may be reviewed on a case by case basis of additional circumstances exist.</li> </ul>
Kidnapping	<ul style="list-style-type: none"> <li>Will take all cases unless they fall under Child Abduction Response Team (CART) guidelines or are familial custody disputes.</li> </ul>
High Profile Cases/Special Circumstances	<ul style="list-style-type: none"> <li>Assigned to VCU at Chief’s discretion.</li> </ul>

<b>Burglary Crimes Unit – BCU</b>	<b>Assignment Criteria</b>
Burglary	<ul style="list-style-type: none"> <li>All cases will be reviewed by the Detective Sergeant for assignment/follow-up.</li> </ul>

<b>Special Victims Unit – SVU</b>	<b>Assignment Criteria</b>
Infant/Child Death Investigation	<ul style="list-style-type: none"> <li>All cases where the death was unrelated to either the use of firearms or an adult victim homicide.</li> </ul>
Sexual Assault of a Child	<ul style="list-style-type: none"> <li>All cases involving children will be assigned. SVU will take cases depending upon available resources. District will be responsible for all others.</li> </ul>

Physical Abuse of a Child	<ul style="list-style-type: none"> <li>Will take cases that involve significant injury, based on available resources.</li> <li>All other cases will be assigned to a District Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, presence of injuries, ages of involved parties, etc.).</li> </ul>
Child Neglect	<ul style="list-style-type: none"> <li>Will take cases that involve significant injury, based on available resources.</li> <li>All other cases will be assigned to a District Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, presence of injuries, ages of involved parties, etc.).</li> </ul>
Internet Crimes Against Children (ICAC)	<ul style="list-style-type: none"> <li>Will take all tips vetted through DCI.</li> <li>May proactively work cases as time and resources allow.</li> </ul>
CPS Screen-Out Reports	<ul style="list-style-type: none"> <li>SVU Supervisor will review all CPS screen-out reports forwarded to MPD and will make a determination on appropriate disposition.</li> <li>Disposition includes assigned follow-up by Patrol, District Detectives or SVU Detectives.</li> <li>If no follow-up is needed, SVU Supervisor or SVU Detectives will generate a case number for the CPS report and enter report contact information into MPD LERMS under case incident type "CPS Information".</li> </ul>
Other	<ul style="list-style-type: none"> <li>Assigned to SVU at Chief's discretion.</li> </ul>

Case Type – Districts	Assignment Criteria
Reckless Endangering	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and injuries resulted, case will be assigned to a Detective.</li> <li>If suspect is at large and is unknown, case will be assigned if unusual circumstances are present or if a review of the case indicates solvability (witnesses, physical evidence, etc.).</li> <li>If suspect is at large and is known, case will be assigned to a Detective.</li> <li>VCU will be responsible for any cases in which a firearm was discharged or an officer is the victim. See above.</li> </ul>
Robbery	<ul style="list-style-type: none"> <li>If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>If suspect is at large and injuries resulted, case will be assigned to a Detective.</li> <li>If suspect is at large and is unknown, case will be assigned if unusual circumstances are present or if a review of the case indicates solvability (witnesses, physical evidence, etc.).</li> <li>If suspect is at large and is known, case will be assigned to a Detective.</li> <li>VCU will be responsible for cases in which it is determined there is a pattern.</li> <li>Communication between VCU and the District will occur before any cases currently be investigated by the District are turned over to VCU. See above Violent Pattern Felonies.</li> </ul>
Extortion	<ul style="list-style-type: none"> <li>Will be assigned to a Detective on a case-by-case basis, depending upon the circumstances.</li> </ul>

Death Investigation	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective if unusual circumstances exist.</li> <li>• Non-suspicious deaths involving elderly, persons with medical issues or obvious suicides will not be assigned.</li> <li>• Deaths involving infants/children will be assigned to SVU.</li> <li>• All OD deaths will be assigned, even if there are no obvious investigative leads, as a liaison for the family and to dispose/return any property related to the case. Degree of investigative follow-up will be based on solvability and other case factors.</li> <li>• Task Force will be notified of all OD deaths investigations. If follow-up occurs, will work with District assigned Detective to provide investigative resources.</li> </ul>
Officer Involved Critical Incident	<ul style="list-style-type: none"> <li>• See Officer Involved Critical Incident SOP.</li> </ul>
Missing Adult	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective on a case-by-case basis if unusual circumstances exist (i.e. missing person is endangered, presence of unusual behavior, etc.).</li> <li>• Will be assigned to VCU if it is determined that the subject is a victim of foul play.</li> </ul>
False Imprisonment	<ul style="list-style-type: none"> <li>• If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>• If suspect is at large and is unknown, case will be assigned to a Detective.</li> <li>• If suspect is at large and is known, case will be assigned if unusual circumstances are present (injuries, continuing threat, etc.).</li> </ul>
Threats	<ul style="list-style-type: none"> <li>• Assigned only if unusual circumstances are present (victim is a public figure, continuing/repeated threats, etc.).</li> </ul>
Weapons Violations	<ul style="list-style-type: none"> <li>• May be assigned to a Detective if a firearm or other weapon was displayed or other unusual circumstances are present.</li> <li>• All cases in which a firearm was discharged will be assigned to VCU. See above.</li> </ul>
Battery	<ul style="list-style-type: none"> <li>• Cases will only be assigned to a Detective if unusual circumstances are present or victim is elderly or a vulnerable adult.</li> <li>• Cases may be returned to Patrol/NPO for additional follow-up if needed.</li> </ul>
Substantial/Aggravated Battery	<ul style="list-style-type: none"> <li>• If an arrest has been made, will be assigned only if follow-up is needed.</li> <li>• If suspect is at large and is unknown, case will be assigned if unusual circumstances are present or if a review of the case indicates solvability (witnesses, physical evidence, etc.).</li> <li>• If suspect is at large and is known, case may be assigned to a Detective/Patrol or NPO for additional follow-up.</li> </ul>
Arson/Fire Investigation	<ul style="list-style-type: none"> <li>• Assignments will be made in conjunction with the Arson Lieutenant or at the request of MFD and/or the Detective Lieutenant.</li> </ul>
Sexual Assaults (1st, 2nd and 3rd Degrees)	<ul style="list-style-type: none"> <li>• All cases will be assigned to a Detective, even if an arrest has been made, as most will require additional follow-up.</li> <li>• Cases involving sexual activity between juveniles will be assigned based on DA's office prosecution criteria.</li> <li>• All cases involving children will be assigned. SVU will take cases depending upon available resources. District will be responsible for all others. See above.</li> </ul>
Sexual Assault (4th Degree)	<ul style="list-style-type: none"> <li>• Cases will only be assigned to a Detective if unusual circumstances are present.</li> <li>• May be returned to Patrol/NPO for follow-up.</li> </ul>

Physical Abuse of a Child	<ul style="list-style-type: none"> <li>Will be assigned to a District Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, presence of injuries, ages of involved parties, etc.).</li> <li>Cases involving serious injury will be assigned to SVU, based on available resources. See above.</li> </ul>
Child Neglect	<ul style="list-style-type: none"> <li>Will be assigned to a District Detective on a case-by-case basis depending on circumstances (need for follow-up, presence of injuries, ages of involved parties, etc.).</li> <li>Cases involving serious injury will be assigned to SVU, based on available resources. See above.</li> </ul>
Lewd & Lascivious	<ul style="list-style-type: none"> <li>May be assigned to a Detective on a case-by-case basis, depending upon good suspect information, solvability factors or serial/pattern cases.</li> </ul>
Stalking	<ul style="list-style-type: none"> <li>May be assigned to a Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, potential for continuing threat/behavior, etc.).</li> </ul>
Domestic Cases	<ul style="list-style-type: none"> <li>Felony domestic cases involving intimate partners will be assigned.</li> <li>Cases may be assigned to a Detective if unusual or extreme circumstances exist (i.e. repeat offenders).</li> <li>Intimate partner domestic cases may be assigned to a Detective or NPO to re-contact the victim as a resource.</li> <li>At-large suspect information will be provided to Patrol/CPT/NPO personnel.</li> </ul>
Court Order Violations	<ul style="list-style-type: none"> <li>May be assigned to a Detective on a case-by-case basis depending on circumstances (depth/quality of Patrol investigation, potential for continuing threat/behavior, etc.).</li> </ul>
Enticement	<ul style="list-style-type: none"> <li>Will be assigned to a Detective.</li> <li>Cases involving special circumstances (i.e. pattern offenses) will be reviewed with the SVU Lieutenant.</li> </ul>
Missing/Runaway Juvenile	<p>Will be assigned to a Detective if any of the following are present:</p> <ul style="list-style-type: none"> <li>The juvenile has a mental/physical disability that could subject him/her to risk.</li> <li>The juvenile is under the age of 12.</li> <li>There is any indication that the juvenile's missing status is involuntary.</li> <li>The juvenile is part of a custody dispute.</li> <li>The juvenile's missing status is unusual or unexpected.</li> <li>The juvenile has been missing more than one week.</li> <li>Juvenile has a history of sexual abuse (i.e. at risk for human trafficking).</li> <li>Will otherwise be assigned a Patrol officer.</li> </ul>
Animal Abuse or Suspicious Death	<ul style="list-style-type: none"> <li>Will be assigned to a Detective on a case-by-case basis, dependent upon solvability factors and available investigative resources.</li> </ul>
Stolen Vehicles	<ul style="list-style-type: none"> <li>Assigned to a Patrol officer for five working days unless unusual circumstances or a pattern are present.</li> </ul>
Annoying Phone Calls	<ul style="list-style-type: none"> <li>Not assigned to a Detective unless unusual or extreme circumstances are present.</li> </ul>
Theft From Auto	<ul style="list-style-type: none"> <li>Predominately a Patrol responsibility.</li> <li>May be assigned to a Detective if a suspect is identified and/or patterns develop.</li> </ul>
Retail Theft	<ul style="list-style-type: none"> <li>Not assigned to a Detective unless unusual circumstances or a pattern are present.</li> </ul>

Crimes Against Officers (Battery to PO, Significant Exposure, Felony Resisting)	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective.</li> </ul>
Financial Crimes (Credit Card/Internet Fraud, Worthless Checks, Counterfeit Currency, Embezzlement, Forgery)	<ul style="list-style-type: none"> <li>• Will be assigned to a Detective on a case-by-case basis, dependent upon solvability factors and available investigative resources.</li> <li>• Generally, a minimum loss of \$5,000, actually suffered by victim, is needed for assignment. Exceptions may be made for special circumstances (elderly victim, etc.)</li> </ul>

When the case assignment guidelines provide discretion, or when considering deviating from them, the following factors should be considered:

- Solvability Factors:
  - A reliable victim or witness is available
  - A suspect has been named or identified
  - A workable description of the suspect has been recorded via video or from an eyewitness statement
  - Significant information about the suspect(s) location has been recorded (local resident or longtime customer, etc.)
  - The suspect has been previously seen at the scene of the crime
  - A suspect vehicle that contains a partial plate or unique physical characteristics is reported to law enforcement
  - Stolen property that is traceable to the owner (cell phone, serial numbers, photos of the property, etc.)
  - A significant or distinctive M.O.
  - Useable physical evidence (DNA, fingerprints, bullet casings, etc.)
  - Seriousness or type of crime and value of loss
- Additional factors that could lead to a case assignment in the event the case lacks few or any solvability factors:
  - Cases that have a major impact on the community.
  - Cases that have a linked M.O. that occurred outside the jurisdiction.
  - Management decision to have the case investigated.

### **Case Load Management**

Detective Lieutenants and/or supervisors shall check in with detectives assigned to them at a minimum on a quarterly basis. The purpose of the check in is to discuss individual cases currently assigned to the Detective and for the Detective Lieutenant and Detective to work cooperatively to achieve optimal performance.

- The following should be discussed during the check-in:
  - Caseload and individual case management
  - Review cases that have been open for six months or longer
  - Evaluate work product that is incomplete or needs improvement
  - Address any performance issues
  - Identify training needs or training opportunities
  - Mentor inexperienced Detectives and provide feedback
  - Give positive feedback and acknowledge good work

### **Management of All Active Homicide Cases**

- Oversight of all homicide cases will stay with the district or section originally assigned. Depending on the circumstances, the case may be reassigned to a different district, section or detective. Oversight of the case will still be the responsibility of the district or section originally assigned.
- A homicide case may be reviewed by the Cold Case Review Team (see Cold Case Review SOP)

### **Management of Evidence Associated with Assigned Cases**

- Upon assignment, all evidence associated with the case will receive a final disposition date based on the statute of limitations associated with the crime being investigated. Property clerks will make an entry into LERMS of the disposition date.
- Property clerks will continue to send property disposition notifications to the Detective assigned to the case and the District Detective Lieutenant at three month intervals.
- If after three months a case is still active, the assigned Detective should make a notification to the property room indicating the case is still open.
- A list of evidence with cases that have disposition dates beyond the statute of limitations will be sent to the Detective Lieutenant of the Detective assigned the case for final disposition.
- Detective Lieutenants will be expected to meet with the assigned Detective and determine an appropriate disposition for evidence that remains in the property room beyond the statute of limitations.

### **Management of Cases Previously Assigned to a Retiring or Promoted Detective**

Detective/Investigative Lieutenants will complete the following upon notification of retirement or promotion of investigative personnel under their command:

- Ensure all open cases currently assigned to investigative personnel are either closed or reassigned
- Make certain all open homicide cases are organized and prepared in a standardized manner that ensures a smooth transition to the newly assigned detective
- Visibly inspect all desks, lockers, squads and storage areas to ensure they contain no unresolved cases, evidence or property
- Detectives, that announce their retirement intentions or are promoted out of the rank of Detective, should immediately meet with their Detective Lieutenant and discuss a timetable for the disposition of evidence associated with their cases
- Detective Lieutenants should contact the property room supervisor and have a list created which identifies all property associated with the retiring Detective's cases
- The retiring Detective will immediately need to begin the process of determining a disposition for all property and continue the process until all property has a disposition
- Detective Lieutenants should schedule monthly/weekly meetings with the Detective to assess the progress of case dispositions assigned to the retiring Detective
- The goal should be for all property to receive a disposition a month prior to retirement. At the one month mark, Detective Lieutenants should meet with the retiring Detective and discuss any cases that remain open due to an appeal, case status or pending court action
- Evidence stored in the property room past the retirement date of the case Detective should have a future review date in place for the eventual disposition of evidence associated with the case
- Detectives who give a two week notice should be removed from active case work and spend the remaining two weeks doing property dispositions
- All electronic case files under the control of the retiring Detective should be purged or moved to records

Original SOP: 06/08/2017

(Combination of Management of Cases Assigned by Follow-Up SOP and New SOP Guidelines for Case Assignment and Management: 06/08/2017)

(Revised: 01/25/2018, 02/18/2019)