

# WOLFEBORO POLICE DEPARTMENT

## SOP 4.3

**Date Issued: 12/27/2019**

**Review Date: 03/05/2021**

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

**By Order of:**  
**Dean J. Rondeau, Chief of Police**

### INVESTIGATION MANAGEMENT

**Policy** That all incidents reported will be investigated to the fullest extent possible

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**Purpose** The purpose of this directive is to cover the following

24-hour coverage	Supervision
Case assignments	Habitual offenders
Case file management	Solvability factors

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**Solvability Factors** Set criteria that are used to determine if the case should receive follow-up efforts.

The Patrol Supervisor will screen cases in order to determine weather or not to follow-up or suspend.

Prioritization will be as follows

1. Crimes against or involving children.
2. Crimes against persons.
3. Crimes involving illegal substances.
4. Crimes against property.

The following factors should be used in determining resources:

<b>Factors</b>	<b>If the following is present</b>
Primary	Suspect can be located Suspect can be named: either legal or alias Suspect can be identified Witness to the crime. Either a witness exists who will cooperate with the police, or a potential witness has been identified, but was not interviewed at the scene

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Secondary	Suspect can be described – reasonable number of traits identified Weapons were used and described Evidence has been collected There is vehicle information Property can be identified or located (serial numbers, unusual)
Others	Limited opportunity for the crime to be committed (time span) Public interest aroused to provide public assistance which could lead to the crime being solved (sexual assaults, arson etc.) Other reasons to believe that further investigation would lead to the solving of the crime

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**Case Assignments**

It is the responsibility of the initial officer to start the investigative process at the scene or where reported.  
Unless a supervisor assigns another officer, the initial officer will conduct a follow up investigation until the case status is changed.  
The Patrol Supervisor will assume overall responsibility for determining a primary investigator, if needed and the status of the case.  
The Patrol Supervisor will monitor and coordinate all unclosed cases

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**Case Files**

Case files will maintain the following items, when applicable;

- Original Crime report.
- Supplemental Investigative Reports.
- Criminal Records of Suspects.
- Laboratory Reports.
- Witness and suspect Statements.
- Affidavits and copies of Search and Arrest Warrants.
- Advisement of rights.
- Consent to search.
- Possessed Property Reports.
- Any other documents that were generated or have a direct bearing on the investigation.

Records will be maintained according to the SOP's on Records and Retention Accessibility to open cases will be determined by the Supervisor, Chief of Police, Executive Officer/Captain and/or Prosecutor depending on the needs of confidentiality.

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**Case Status**

The case file status will be reflected in the computer case system which assigns a control number.

Labels will be printed that clearly indicate the case number & type of offense.

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**Status  
Designation**

All cases will receive a status designation of one of the following.

Open	Actively being investigated
Suspended	All leads exhausted Case can be reopened with new information
Closed	Clear with the arrest Refusal of the victim to cooperate Unfounded Or exceptionally cleared

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**Habitual  
Offenders**

All cases will be clearly identified.  
Prosecutors handling the case will be fully informed.

<b>Type – Habitual Offender</b>	<b>Reference</b>
Motor Vehicle	RSA 259:39
Criminal	RSA 651:6