

**Oakland County Sheriff's Office**  
**General Order # 4.4**



<b>SUBJECT:</b> Case Investigation Management		<b>NUMBER:</b> 4.4
<b>EFFECTIVE DATE:</b> 08/18/2023 <b>REVIEW DATE:</b> Annually		<b>MACP Standard Impact:</b> 4.1.1
<b>REPLACES AND RESCINDS:</b> N/A	<b>DISTRIBUTION:</b> All Personnel	<b>NUMBER OF PAGES:</b> 6

This order replaces and rescinds all previously issued orders, procedures, rules and regulations, notices and/or practices in conflict with this General Order.

**I. PURPOSE**

The purpose of this General Order is to establish guidelines for the management of cases initiated and investigated by members of the Oakland County Sheriff's Office.

**II. POLICY**

It is the policy of the Oakland County Sheriff's Office to respond to instances of crime or suspicious circumstances, conduct a thorough investigation of those incidents and accurately record these incidents in the Oakland County Sheriff's Office Records Management System (RMS). Further, the Oakland County Sheriff's Office shall report these records to state and federal agencies as required by statute.

**III. DEFINITIONS**

- A. Michigan Incident Crime Reporting (MICR) Program - a statistical database to collect accurate and detailed crime data.
- B. National Incident-Based Reporting System (NIBRS) - an incident-based reporting system used by law enforcement agencies in the United States for collecting and reporting data on crimes.
- C. Uniform Crime Reports (UCR) – a compilation of official data on crime in the United States, published by the Federal Bureau of Investigation (FBI).

**IV. PROCEDURES**

- A. Completing Reports: When a Case Report (CR) 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 deputy conducting the preliminary investigation shall ensure that all information available is obtained and reported at the time the initial report is created.

**Oakland County Sheriff's Office**  
**General Order # 4.4**

**B. Assignment of Cases (MACP Standard 4.1.1 a)**

1. Patrol/Corrections Divisions
  - a. Patrol/Corrections 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.
  - b. Supervisors will review the report and ensure it follows the requirements of the Field Reporting Order (Report Writing).
  - c. Cases that need additional follow-up shall be returned through the RMS system to the originating deputy. The reporting deputy may be assigned as 'Investigative Deputy' or 'OIC' for follow-up.
  - d. Supervisors shall update and close cases based on whether they are closed by arrest or citation, or are non-criminal in nature, in the Report Management System (RMS).
  - e. All cases that are not closed due to arrest or citation, or are criminal in nature, shall be assigned OPEN to the appropriate investigator via the RMS system for review.
  - f. Supervisors can assign any case to a sub-station investigator for review if the case has qualities that warrant additional review or has intelligence value.

**C. Detective Bureau**

1. The sub-station commander or his/her designee will be responsible for assigning reports to investigators within the Detective Bureau.
2. All reports that reflect the elements of a criminal offense will be referred to the appropriate detective or patrol officer for investigation.
3. Solvability Factors (**MACP Standard 4.1.1 a,c**)
  - a. Factors a detective may consider which may influence whether a criminal investigation remains open are the existence of, or lack of, the following:
    - i. The report reflects the elements of a criminal offense.
    - ii. Reliable witness(es) available – A credible, competent, and reliable witness is available to aid in the case.
    - iii. Suspect Named - Full name, partial name, nickname, street name or alias AND the individual naming the subject has an objective, verifiable reason for naming the suspect.
    - iv. Suspect Description - A full description or a distinctive partial description of the suspect has been recorded. This may include scars, marks, tattoos, body piercing, teeth, distinctive speech, breath or body odors or distinctive clothing characteristics (patches or emblems).
    - v. Suspect Location - Significant information has been recorded about the suspect(s) location (home or work address, locations frequented, etc.).
    - vi. A victim or witness can possibly identify the subject from a photo lineup.
    - vii. Suspect Previously Seen - A described suspect was seen at or near the crime scene.
    - viii. Suspect Vehicle Description - A complete or partial license plate number is known and can be traced. Descriptive identifiers of the suspect vehicle are known, or distinctive description of a part of a vehicle or its contents are known and traceable.
    - ix. Traceable Property - Traceable to the owner, serial number, owner-applied marks, damage, or unique description.

**Oakland County Sheriff's Office**  
**General Order # 4.4**

- x. Significant MO (Modus Operandi) – An unusual, distinctive, or significant *modus operandi* identifier (an identifiable crime pattern or a behavioral profile of the suspect that can be reasonably developed (his/her 'signature')).
  - xi. Usable Physical Evidence – Latent fingerprint(s), DNA, bullets/casings and/or trace evidence have been collected at or near crime scene. Other significant physical evidence (either traceable or uniquely distinctive) has been collected.
  - xii. Limited Opportunity – There was a definite limited opportunity for anyone except the suspect(s) to have committed the crime.
  - xiii. Video Evidence – There are quality video images that can corroborate evidence of a crime or can assist in identifying a suspect or suspects.
4. Exceptional Circumstances: Because of the diverse nature of the crimes and criminals, the final case screening criteria must be flexible to allow for exceptional circumstances. These may circumstances include:
- a. Cases of community importance (major case)
  - b. Cases with MO or behavioral characteristics similar to those of other cases
  - c. Investigative hunches

**D. Duties of the Detective Bureau Supervisor**

- 1. Assignment of cases to DB personnel shall be at the discretion of the respective Detective Bureau Supervisor or his/her designee.
- 2. The Detective Bureau Supervisor or his/her designee will be responsible for checking and reviewing all supplemental reports maintained by the assigned detective and the review of assigned cases within the Detective Bureau.
- 3. Those cases that are assigned to detectives will be worked until all viable leads have been exhausted.
- 4. When there are no further leads available or no further progress can be made on the assigned case, the assigned detective will notify the complainant that the case is being inactivated and that no further action will be taken until more leads develop. This notification should be via phone call or in person contact but may be via investigative letter to the complainant or victim if other methods are unsuccessful.
- 5. The investigating detective shall note in the supplemental report that the complainant was contacted and advised that the case was being classified as inactive.
- 6. A supervisor or Detective Bureau investigator may return any report submitted for review to the originating deputy for additional information, clarification, or reclassification as necessary. If the original report is incomplete, the report shall be returned to the originating deputy for completion/correction.

**E. Corrections Investigations**

- 1. Assignment of cases to investigative personnel within the Corrective Services Division shall be at the discretion of the Division Captain or his/her designee. Any inmate death, felonious assault or sexual abuse investigation will be assigned to SIU (Special Investigation Unit).

**Oakland County Sheriff's Office**  
**General Order # 4.4**

2. The Corrections Administrative Lieutenant, or his/her designee, will be responsible for checking and reviewing all supplemental reports maintained by the assigned investigator and the review of assigned cases within the Corrective Services Division.
  3. Those cases that are assigned for investigation will be worked until all viable leads have been exhausted within the correction facility. Any follow-up needed outside the facility will be handled by the Special Investigation Unit.
  4. When there are no further leads available or no further progress can be made on the assigned case, the assigned investigator will notify the complainant that the case is inactive and that no further action will be taken until more leads develop.
  5. The investigating deputy shall note in the supplemental report that the complainant was contacted and advised that the case was being classified as inactive.
  6. A Corrective Services Supervisor or investigator may return any report submitted for review to the originating deputy for additional information, clarification, or reclassification as necessary. If the original report is incomplete, the report shall be returned to the originating deputy for completion/correction.
- F. **Prioritization (MACP Standard 4.1.1 e)**
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 is measured against all other cases assigned to help determine the amount of future follow-up.
- G. **Criminal Cases Exemplars Maintained in Case Files (MACP Section 4.1.1 e)**
1. All paper documents shall be scanned into the case report via the RMS system whenever possible.
  2. Photos and video evidence shall be uploaded into the digital case file.
  3. Any other files (electronic or paper) or exemplars that are too large for the system(s) shall be turned over to the property room to be stored and retained as evidence.
- H. **Case Status (MACP Standard 4.1.1 b,e)**
1. Cases shall be designated as one of the following on the Case Status dropdown menu:
    - a. Open - Case is open and needs further investigation or review.
    - b. Inactive - Case is not closed; investigation is halted pending new information.
    - c. Pending Action - Further information from the Prosecutor's Office, Forensic Lab, etc. is pending for the case.
    - d. Closed - Case is closed and no further action is anticipated.
- I. **Case Dispositions (MACP Standard 4.1.1 b,e)**
1. Case dispositions shall be designated as one of the following:
    - a. Adult Diversion – The case involved an adult and was adjudicated through an alternative system of supervision and services as directed by the court.
    - b. Closed Exceptionally Cleared – See section IV(I), below.

**Oakland County Sheriff's Office**  
**General Order # 4.4**

- c. Closed No Leads - The assigned investigator reviewed the case and found no leads on which to follow up and the case lacked sufficient evidence to proceed.
- d. Juvenile Petition Requested - A juvenile petition was completed and sent to the Probate Court for review and disposition.
- e. Juvenile Referred to Youth Assistance - The case involved a juvenile offender and was referred to the appropriate youth assistance division of the juvenile court.
- f. Petition Denied – The case involved a juvenile, was investigated, and presented to the Prosecutor, but charges were declined or denied.
- g. Petition Issued – The case involved a juvenile, was presented to the Prosecutor and an order to take the juvenile into custody was authorized.
- h. Transferred to Other Agency - The incident did not occur in this jurisdiction, or another jurisdiction or agency has taken over the investigation and prosecution.
- i. Warrant Denied - The case was investigated and presented to the Prosecutor, but charges were declined or denied.
- j. Arrest - The subject was arrested at the time of the incident or on a warrant for this case.
- k. Citation Issued- A citation was issued at the time of contact or soon thereafter.
- l. Warrant Issued – The case was presented to the Prosecutor and a warrant was authorized.

**J. Case Clearance / Exceptional Clearance (MICR/NIBRS/UCR) – Unfounded Cases (MACP Standard 4.1.1 e)**

- 1. There are only two ways to “clear” incidents that affect an agency’s clearance rate in the Michigan Incident Crime Reporting (MICR) Program/NIBRS or UCR:
  - a. Arrest
  - b. Exceptional Clearance
- 2. To use Exceptional Clearance, ALL (a) through (d) listed below OR (e) must apply:
  - a. Investigation must clearly and definitively establish the identity of at least one offender.
  - b. Sufficient probable cause must support the arrest, charging and prosecution of the offender.
  - c. The exact location of the offender must be known so an arrest can be made.
  - d. There must be a reason outside the control of law enforcement that prevents the arrest.
    - i. Death of the Offender
    - ii. Prosecution Declined (other than lack of probable cause)
    - iii. In Custody of Another Jurisdiction
    - iv. Victim Refused to Cooperate
    - v. Juvenile/No Custody
  - e. Unfounded – an investigation is completed and determined groundless, baseless unsubstantiated or false. The complainant and respondent are notified that the investigation is closed and unfounded.
- 3. The detective or reviewing supervisor will select the ‘Exceptional Clearance’ reason or ‘Unfounded’ on the Administration tab and enter the date of the clearance. This will clear the case in MICR/NIBRS/UCR for crime reporting standards.
- 4. The Detective Bureau Supervisor or his/her designee will review the Case Status, Case Disposition and Clearance Status to ensure that all have been appropriately recorded.

**Oakland County Sheriff's Office**  
**General Order # 4.4**

**K. Retention of Files (MACP Standard 4.1.1 e)**

1. When an investigation is either cleared, unfounded or otherwise adjudicated, the case should be updated in the Records Management System. All relevant investigative information and documentation shall be retained in the RMS system and/or as a hard file. Detectives should not retain any documents for cases on which they are not actively working. Hard files shall be sent to the Records Unit (if not already in RMS), Digital Media Evidence Repository (DME) or Oakland County Record Retention where they will be maintained according to the State of Michigan Retention Schedule.
2. Recorded interviews with suspects, witnesses or victims will not be destroyed. Recorded interviews shall be downloaded into the digital evidence management system or retained as evidence in the Property Room.

**L. Review of Dismissed, Denied, or 'Further Information Needed' Cases (MACP Standard 4.1.1 e)**

1. All cases needing further information will be sent back to the detective or the originating deputy. These cases shall be supplemented and forwarded back to the Detective Bureau within the appropriate time frame from the receipt of the request from the Prosecutor's office. In the event the involved deputy is unavailable during that time, the Detective Bureau Supervisor shall make the appropriate assignment to ensure the further request is completed.

**M. Cases that are closed at Review (MACP Standard 4.1.1 a,b,e)**

1. Cases that have no or low solvability factors after follow-up and have no exceptional circumstances are closed by the assigned detective. Notification of this will be made to the reporting party or victim and detailed in the RMS. This notification lets the reporting party/victim know that someone has looked at their case, the status of the case and the investigator's contact information if they should have any questions.

**N. Access Restricted (MACP Standard 4.1.1 d)**

1. Only authorized personnel shall be able to view and access active case files. All files are stored and secured in the Oakland County Sheriff's Office Records Management System, which is password-protected. Sensitive cases can hold additional security measures and be individually password-protected by the assigned investigator or supervisor.



**ISSUED BY: Sheriff Michael J. Bouchard**