

IDAHO STATE POLICE PROCEDURE

08.02 CASE REPORTING

A. General

Applicable reports are completed, and cases are tracked whenever an activity or investigation is expected to require court testimony, when significant investigative effort has been put forth, or when the case is conducted to assist another agency. Reporting should be completed within three (3) working days of the event to aid accurate reporting of the incident.

B. Case Management System (CMS)

Cases are tracked through the CMS. A case number is automatically generated when initial information is entered. The case number reflects the calendar year the case is opened and the reporting District. Cases should be opened within three (3) working days of the event.

C. Investigative, Interview, Surveillance Reports

When two or more detectives observe the same activities or participate in the same activity, it is not necessary for each detective to author a report. One detective may submit the required reports naming the other detective(s) as witnesses or documenting their activity.

D. Case Review and Status Changes

The district Captain/Lieutenant/Sergeant(s) ensures that all cases are appropriately tracked and documented. Cases are reviewed as follows:

1. Active cases are reviewed periodically throughout the investigation by the appropriate district Investigations Sergeant/Lieutenant:
 - a. to ensure all supplemental reports and CMS entries have been properly and accurately completed;
 - b. to determine if the investigation should be continued or closed;
 - c. to ensure activities are entered within three (3) working days of occurrence; and
 - d. to ensure that cases are updated with an activity no older than sixty (60) days.
2. Activities are only entered using whole number values for hours attributed to a case. Hours are calculated and entered conservatively. Detectives are not expected to track or enter every single minute in every case; however the hours listed will be as accurate as possible.
3. Detectives are expected to manage their active cases, record investigations thoroughly, and keep their cases current.
4. When the case detective submits a request for a change in status from active to closed, the district Captain/Lieutenant/Sergeant(s) reviews the case:

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- a. to determine if the requested change in status is appropriate based on completion of all legal action or based on the lack of likely legal action;
- b. to ensure all pertinent reports, forms, and CMS and Automated Report System entries are properly and accurately completed;
- c. to ensure all final court disposition information is documented;
- d. to verify the completion of all forfeiture action; and
- e. to approve the destruction, return, or institutionalization of all evidence in accordance with ISP procedure [06.09 Evidence and Property](#).

E. Seizure of Property

1. All reports involving the seizure of property in accordance with ISP Procedure 06.09 Evidence and Property, where forfeiture will be filed pursuant to Idaho Code § 37-2744 – Forfeitures, must be finalized and frozen within 10 calendar days.
2. Once reports involving forfeitures are completed/frozen, notification will be sent via electronic mail to DL Seizure and Forfeitures address in Outlook.
3. ISP Legal will draft a complaint on the property that ISP is pursuing forfeiture. This complaint will be prepared for the ISP Trooper/Detective signature, and once signed will need to be returned to the assigned DAG in ISP Legal.
4. ISP Legal will file the completed complaint in the county the seizure occurred.
5. This entire process must be accomplished within 30 calendar days of the original seizure.

F. File Retention

Case files are retained as indicated in ISP procedure [02.07 Records Management](#).