

## Major Case File

### 403.1 PURPOSE

To establish procedures for the establishment, maintenance and retention of major case files.

### 403.2 PROCEDURE

The following procedure shall be adhered to on all homicide cases:

1. If the defendant(s) is convicted, a complete copy of the case, along with all original statements, photos or other pertinent documents, which cannot be duplicated for court, shall be placed in the CID major case file and retained indefinitely. This same procedure is used on all inactive cases as well.
2. A complete copy of all homicide cases, minus working notes and original documents, shall be sent to Records Division.
3. Only homicide investigations will be retained in the major case file unless otherwise directed by a CID command officer.

#### 403.2.1 EVIDENCE

1. All evidence connected with a homicide investigation and any Life Offense crime, solved or unsolved, shall be retained indefinitely.
2. Any deviation from this policy must be approved by the CID commander.