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## Reports

### 514.1 PURPOSE

To define the procedures for preparing reports and needed copies.

### 514.2 PROCEDURE

(a) Case Officer

1. Each investigation shall have a case officer designated.
2. Case officers will be responsible for the completion of a Case Supervision worksheet within 24 hours of initiating an investigation. The original Case Supervision worksheet is to be placed in a file on the Administrative Assistant's desk. A copy of the worksheet shall be placed in the case folder to track the case status.
3. It will be the responsibility of the case officer to compile all the reports needed in the case to include face sheets, case supervision sheet, supplemental reports, arrest sheets, surveillance notes, statement forms, lab reports, etc.
  - (a) A file copy will be made of the case to include a case supervision sheet and this copy shall be placed in the filing cabinet.
  - (b) When appropriate, it is the responsibility of the case officer to prepare and forward copies of reports to other departments (e.g. Protective Services, Juvenile Court, assisting jurisdictions).
  - (c) The case officer shall obtain any reports needed from non-KVET officers assisting in the investigation.
4. Upon compiling all reports, the case officer will make the necessary copies and link the original reports to their command officer for review and routing no later than 60 days after generating the case, unless approved by a command officer.
5. Requests for extensions on cases not closed within sixty (60) days will be made in writing to the case officer's supervisor. The memorandum should include case number, reason for extension, and time needed.
6. Upon the closure of an investigation, the case officer is required to update the status in the case file.

(b) Case Preparation

1. Each officer involved with an investigation will prepare a supplemental report. Officers are responsible to review reports for accuracy and forward their reports to the case officer without delay.
2. When supplemental reports are taped, the preparing officer will place the tape in an envelope and identify it by officer's name, side of tape, case number, and priority status (1 = arrest, 2 = high priority, 3 = no rush).
3. A copy of the case, including the warrant request forms, will be prepared for the Prosecutor's Office when the case warrants presentation for formal charges.

# Kalamazoo Department of Public Safety

## Public Safety Procedures Manual

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The Prosecutor's packet will include two copies of the Lab Report and CCH.

Note: Original reports will not be forwarded to the Prosecutor's Office.

- (c) Case Supervision Sheets/Case Log Books
  - 1. It is the responsibility of the case officer to immediately complete the case supervision work sheet and turn it over to the Administrative Assistant for entry into the Case Log and/or computer database. Also, a copy shall be made and placed in the case folder.
  - 2. If a case file is removed from the case filing cabinet, the person removing the case file shall place a cardboard sheet in its place, which shall list the name of the person removing the file, the location of the file, and the date removed.

### 514.3 REPORT DISTRIBUTION

- (a) Reports may only be provided to the following sources.
  - 1. Other police agencies
  - 2. Prosecutors
  - 3. Probation/Parole Officers
  - 4. Pre-sentence Investigators
  - 5. Judges
  - 6. Department of Human Services
- (b) All personnel are reminded that any time a supplementary report is generated, a copy must be forwarded to the appropriate prosecutor for inclusion in their files. There have been some instances where supplementary reports were not in the prosecutors files, therefore not provided to the defense. This includes copies of lab reports and any external documents.