

Suppressed Cases

517.1 PURPOSE

To define the procedure for creating and routing a suppressed case.

517.2 PROCEDURE

- (a) If an officer is involved in a continuing investigation in which the information is delicate, a suppressed case number should be requested. The dispatcher should be advised of the type of investigation (Suppressed), date, and the county of jurisdiction.
- (b) The case shall be prepared as all others, but the case officer shall indicate Suppressed in the note section in I/Leads.
- (c) Dictated reports are to be kept in the KVET Dictation folder and not uploaded into I/Leads until the case is ready for closure.
- (d) Team members shall not disclose or forward information contained within a suppressed case to people outside of the team unless directed by a supervisor.
- (e) The case officer shall promptly complete a generic offense report in I/Leads containing the case number, offense, offense code, reporting officer, and address of 150 E. Crosstown. This report will be forwarded to Records to track the case number in the computer system. The report shall not contain the name(s) of the suspect(s) or the incident location.
- (f) It is the responsibility of the case officer to maintain KVET case files on suppressed cases. The case officer SHALL upload all reports into I/Leads when the case is completed and closed and the need for suppression no longer exists.