

<b>SUBJECT:     INVESTIGATIVE UPDATE AND FILE REVIEW</b>
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**180 DAY CASE STATUS**

- A. On September 1<sup>st</sup> and March 1<sup>st</sup> of each year or within five working days thereafter, the District Secretary will prepare a computer printout of every open case assigned to an Agent and provide the Agent with this printout which will be known as a Case Status Review.
- B. The Agent will review each file and report the last activity date documented in the file, case status, and a projection of the case progress for the next 180 days. The report will be returned to the Special Agent in Charge or Assistant Special Agent in Charge within 30 days. The case status will be noted as: Pending, Pending District Attorney Review, Pending Court, or Closed.
- C. Within 30 days of return of the Case Status Review form, the Special Agent in Charge or Assistant Special Agent in Charge will meet with the agent and discuss each case listed on the Case Status Review. If there has not been any activity in the case for the previous 180 days, the Agent will be given appropriate instruction on what action to take, i.e., follow up leads, update, close, etc. The instructions will be noted in the "Review Column" of the Case Status Report and returned to the Agent for compliance.
- D. The Special Agent in Charge or Assistant Special Agent in Charge will note up-to-date files by initialing the last column. This form will be filed by the Agent in the district/unit office. Failure to comply with the instructions noted in the "Review Column" within the time specified by the Special Agent in Charge or Assistant Special Agent in Charge will be documented in the Agent's personnel file and appropriate action taken.
- E. To review the status of reports dictated, a CRMS Report Writer formatted report titled 180 Day Dictation Review ran by date of activity shall be prepared for each agent. The report should include the date of activity, dictated date, receive date, activity type, document number (doc key) and description.

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**CASE FILE REVIEW**

- A. The primary objectives of case file reviews are to review each assigned Agent's cases to:
  - 1. Assess the Agent's caseload and progress in general.
  - 2. Ensure balanced caseloads.
  - 3. Recognize commendable performance.
  - 4. Ensure evidence accountability.
  - 5. Support the Case Agent in the investigation by:
    - a. Providing investigative leads, suggestions, direction, and other assistance as warranted.
    - b. Ensuring that the quality of the investigation is satisfactory.
    - c. Ensuring that the quality of the investigative report is satisfactory and in compliance with reporting requirements.
    - d. Ensuring that the investigative reports are dictated in a timely manner.
- B. Special Agents in Charge and Assistant Special Agent in Charges will be cognizant of each assigned Agent's cases and the reporting of and general progress being made in each case. Special Agents in Charge and Assistant Special Agent in Charges will routinely meet and work with their assigned Agents and discuss the Agent's cases and progress in each.
- C. New field agents will be placed on a review schedule established at a maximum of 60 days or less for a 12-month period following the completion of the Agent's Field Training Program. A Case File Review utilizing an SBI-103 and SBI-103A will be

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conducted on each case of a new Field Agent after the Cover Sheet and synopsis is prepared and prior to submission of the investigative report to the District Attorney, regardless of the date of the most recent Case File Review and at that point, all applicable categories on the Case File Review form will be rated and an SBI-103A will be issued to the Case Agent on any outstanding leads or categories that are being returned to do with a date for completion. These items will be completed before the report is submitted to the District Attorney.

- D. For quality control purposes, the Case Agent must have the approval of the Special Agent in Charge or Assistant Special Agent in Charge to submit a report to the District Attorney. In those cases where the District Attorney specifically requests SBI-11A's as they are prepared, the Special Agent in Charge can allow this and the aforementioned Case File Review will be conducted at the time that the Cover Sheet and Synopsis is prepared in these situations.
- E. For Agents who are not in training and who are not experiencing reporting problems, A Case File Review utilizing an SBI-103 and SBI-103A will be conducted at the discretion of the Special Agent in Charge or the Assistant Special Agent in Charge on each case after the SBI-19 (Closing Report) is prepared. Applicable categories on the Case File Review form will be rated. If the quality of the report is unsatisfactory, or if the report is found to be out of compliance with reporting requirements, or if the investigative reports have not been dictated in a timely manner, then the appropriate corrective measures will be taken by the Special Agent in Charge or the Assistant Special Agent in Charge.
- F. Agents who reflect compliance problems on a 180-day status report or during the review of a file at closing should be placed on a review schedule established at 60 days, 90 days, or 120 days for a period to be determined by the Special Agent in Charge or Assistant Special Agent in Charge. SBI-103 and SBI-103A forms should be used in these reviews and will be maintained at the district office.