



B
17-256
12/26/17

Case Assignments for Investigation (Re-issue DB 15-200)

It is the policy of the San Francisco Police Department to diligently investigate crimes in order to arrest and prosecute those responsible. However, the Department must manage its resources in a reasonable, effective and efficient manner. Therefore, the Station Investigation Team (SIT) Lieutenants and the Investigations Bureau Lieutenants shall review and evaluate each incident report that falls under their investigative jurisdiction prior to assigning cases to an investigator.

When assigning cases for investigation, staffing levels and the following factors should be considered:

- The severity of the crime (violence during the commission of a crime is a major contributor to the severity of the crime).
- The solvability of the crime.
- The presence or lack of physical evidence.
- The presence or lack of video footage.
- The victim(s) or witness(es) willingness or reluctance to cooperate with the investigation (the lack of cooperation by a victim or witness does not automatically disqualify the case from being successfully investigated and prosecuted).
- The victim(s) or witness(es) ability to appear in court.
- Other articulable reason for assignment.

Cases warranting investigation under these criteria shall be assigned to a specific investigator. The remaining unassigned cases will be administratively filed as Open/Inactive.

When assigning cases, the Lieutenant of each unit shall enter the case and assignment into the case file tracking database on the desktop and update the case information as appropriate.

The SIT or Bureau Unit Lieutenant, and his or her commanding officer, retains the discretion to assign any case for investigation if they feel an investigation is warranted.


WILLIAM SCOTT
Chief of Police