



YARMOUTH POLICE DEPARTMENT POLICY AND PROCEDURE

COLD CASES 2017-01

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Chief Frank G. Frederickson

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Policy

There are occasions when a serious case is reported to the department and all investigative leads have been exhausted and no person is charged with the crime or a person is charged and never located. When this occurs a case can be determined as a “cold case.” It is important for the department to preserve investigative files and evidence so that these “cold cases” can be re-opened and re-investigated at any time. To accomplish this, the following procedure should be followed:

Once a case has been determined to be a cold case, the assigned Investigator will compile all reports, notes, photographs and other materials. The Investigator will prepare a synopsis of the investigation as well as a list of all evidence and its current location and status. When this is completed the Investigator will turn all materials over to the Detective Sergeant.

Definitions

“COLD CASE” – Definition – any assigned case involving death, serious bodily injury, sexual assault, violent crime or significant theft that has been investigated for more than 6 months and all investigative leads have been exhausted. The Administrative Services Division Commander has reviewed the case and has determined that the case has met all determinants to be considered a cold case.

Procedure

- The Detective Sergeant will review the submitted materials and submit them to the Administrative Services Division Commander for approval.
- A copy of the synopsis and the evidence list will be submitted to the Evidence Officer.
- The Evidence Officer will locate any evidence and place it all in a separate container and place it in an area of the evidence room

designated for "Cold Cases". A copy of the synopsis and evidence list will be kept with the evidence.

- The Evidence Officer will submit a report to the Administrative Services Division Commander indicating that the evidence has been relocated in the "Cold Case" section of the evidence room. If any evidence has been sent for examination or is being stored any place other than the evidence room it will be noted in the Evidence Officers report to the Administrative Services Division Commander.

On January 1st each year the Detective Sergeant will re-assign each case to an Investigator. The Investigator will have two weeks to file a follow-up report to the Detective Sergeant detailing any new or lack of investigative leads.