

<b>YUMA COUNTY SHERIFF'S OFFICE</b>
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<b>SUBJECT: COLD CASE REVIEW</b>	<b>POLICY NO: 611.1-611.5</b>
<b>DISTRIBUTION: Patrol; Administration</b>	<b>NO. PAGES: 3</b>
<b>EFFECTIVE DATE: 02/15/08</b> <b>REVISION DATE: 03/12/10</b>	<b>RE-EVALUATION DATE:</b>
<b>REFERENCE: A.R.S. §§ 13-4271</b>	
<b>SPECIAL INSTRUCTIONS: See Attachments</b>	

**611.1 PURPOSE:**

The purpose of this policy is to provide guidelines for Yuma County Sheriff's Office ("Office") personnel to enable them to effectively track, evaluate and investigate those cases designated as "cold cases". This policy provides guidelines for a uniform and consistent response from Office personnel.


**611.2 POLICY:**

It is the policy of the Yuma County Sheriff's Office to conduct semi-annual evaluations of cold cases, those involving unsolved or unresolved homicides or a felony sexual offense, to determine areas of additional follow-up investigation or whether to leave the case in an open but inactive status. The Office will further maintain a cold case registry in compliance with A.R.S. §§ 13-4271.

**611.3 DEFINITIONS:**

- A. Cold Case: A homicide or felony sexual offense that has remained unsolved for at least one (1) year and is no longer being actively investigated.
- B. Cold Case Register: Consists of the names of any victim, victim's family member or lawful representative of a victim of a Cold Case who requests that the person's name be included in the Cold Case Register.
- C. Case Agent: The investigator assigned to the investigation after a review of the original case has been completed by the review team.

Cold Case Review 611.1-611.5

Approved: 

Dated: March 12, 2010

- D. Cold Case Synopsis Report: A report completed after a case review has been conducted to document findings and recommendations of the Review Team. (See: Attachment "B")
- E. Review Team: A team composed of the Investigations Unit supervisor, the investigator originally assigned to the case (if available), Yuma County Attorney's Office prosecutor and any other person(s) with specific knowledge or skills deemed pertinent to a particular case.
- F. Solvability Factors: A factor table used to identify those cases which have the greatest potential for resolution. (See: Attachment "A")

#### **611.4 PROCEDURE:**

- A. Semi-annually, the Investigations Unit Supervisor shall review all cases meeting the cold case criteria. Those cases will be scheduled for review by the Review Team. Priority is given to any Cold Case that is associated with a name in the Cold Case Register, unless there is a compelling reason to give priority to a Cold Case not associated with the register.
- B. The Review Team shall conduct a review of each case. The original case and any additional new information will be evaluated by the Review Team utilizing the solvability factors. A Cold Case Synopsis Report shall be prepared on each case by the Investigations Unit. The Investigations Unit Supervisor shall document and review the conclusions of the Review Team.
- C. If the review warrants reopening the investigation, the Investigations Unit Supervisor shall document that action and assign the case to an investigator. If the available information does not warrant reopening the investigation, the Supervisor shall document that action and place the Cold Case Synopsis Report with the original report.
- D. If the case is reopened, the investigator shall keep the Investigations Unit Supervisor apprised of the status of the case and shall submit a Cold Case Synopsis to the Supervisor on a quarterly basis until such time the case is either solved/resolved. The case shall be placed in the open files.

Cold Case Review 611.1-611.5

Approved: \_\_\_\_\_

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- E. If the review does not warrant reopening the case, the Investigations Unit Supervisor shall designate the case as open, but inactive, pending later review as advances in technology occur, or additional new information is received which could possibly warrant reopening the investigation.
- F. Annually, or as additional new information is received, the Investigations Unit Supervisor or assigned investigator shall contact the victim's family or lawful representative. During that contact the Supervisor or investigator shall provide our agency contact information and obtain a current contact number for the family member or representative to ensure they can be notified of any additional action taken, upcoming actions etc.
- G. The name of the victim, victim's family member or any other lawful representative of a victim shall remain in the Cold Case Register for three (3) years. Our Office will attempt to provide notice at the end of the three (3) year period and extend for an additional three (3) years, if requested.
- H. The Cold Case Registry is a confidential record and will not be released to the public.

**611.5 AMENDMENT:**

This policy is subject to amendment, revision and/or rescission as required.

## Yuma County Sheriff's Office Solvability Factor Table

<b>Case Report #</b>	
<b>Victim</b>	
<b>Offense Date</b>	

### Evidence

	Yes	No	N/A
Finger Prints recovered			
Prints run through system			
Suspect prints available			
Evidence recovered for DNA analysis			
DNA requested			
DNA profile available			
Murder weapon recovered			
Property stolen in crime			
Stolen property entered NCIC			
Other Evidence available ( describe in synopsis)			

### Witness (s)

	Yes	No	N/A
Witness to Offense			
Witness (s) available			
Cooperative witness			
Uncooperative witness			

### Suspect (s)

	Yes	No	N/A
Suspect named by witness			
Suspect identified by witness			
Suspect developed during investigation			
Suspect location known			

### Legal

	Yes	No	N/A
Statute of limitations applicability			
Changes in Statutes			
Prior charges reference incident			
Motive identified			

\_\_\_\_\_  
Detective

\_\_\_\_\_  
Date

ATTACHMENT "A"

# Yuma County Sheriff's Office

## Cold Case Synopsis

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**Case Number:**

**Victim:**

**Incident Date/Time:**

**Incident Location:**

**Review Date:**

**Case Category:**

1. Unsolved, no known suspects or leads
2. Unresolved, suspect(s) known or investigative leads identified
3. Unidentified, victim identity unknown

**A. Crime Scene:**

**B. Physical Evidence:**

**C. Victimology:**

**D. Interviews:**

**E. Suspect or I/L information:**

**F. Tip or Additional Information**

**G. Conclusion:**

ATTACHMENT "B"