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**SHERIFF**

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## Case Management

To develop more consistency in case management, the Report Writing Manual has been updated with the following information. Each system (Mobile and LERMS) has the same three case status and clearance sections with the same drop-down options. A clearance or closure must meet more specific criteria to be acceptable. The Sheriff's Office uses the National Incident Based Reporting System (NIBRS) to collect crime data because it was mandated by the FBI.

### Important Definitions:

**Case:** The term Case refers to a police report and the corresponding investigation.

**Case Status:** Status represents the status of the case/investigation at any given point-in-time.

**Case Disposition:** Disposition refers to the final outcome of the case. It may change as the case progresses but should ultimately reflect what the final conclusion was.

### CASE STATUS OPTIONS:

**Active/Open:** The case is actively being investigated and has not been closed.

**Closed:** The case is not being actively investigated or is unable to be solved.

**Cleared by arrest:** An arrest was made. However, the case may need to remain active/open if there are still outstanding suspect(s).

**Closed exceptionally cleared:** Refer to section below on proper exceptional clearances.

**Unfounded:** Your investigation revealed the crime investigated or alleged did not occur, or it was determined to have occurred outside of your jurisdiction.

### CASE DISPOSITION OPTIONS:

**Active/Open:** The case is actively being investigated and has not been closed.

**Cleared by arrest:** An arrest was made and there are no outstanding suspects.

**Cleared by arrest other agency:** Another agency made an arrest in our case and there are no outstanding suspects. A supplemental report should be written documenting this and the agency's report should be attached.

**Exceptional Clearance:** One of the exceptional options applies to your case (See below).

**Inactive:** The case is no longer actively being investigated.

**Juvenile probation seeking petition:** The case has been submitted to juvenile probation due to the offender's status as a minor at the time of the crime.

**Located missing person:** The missing person was located, no crime occurred, and no further investigation is needed.

**Non-criminal:** The case was not originally reported as a criminal offense and no criminal offense applies. If the incident originally had a crime reported and was later determined to be non-criminal, the correct clearance will be unfounded.

**Complaint submitted; forward to DA:** The suspect is not in custody on this case, but you want the case reviewed or filed by the District Attorney's Office.

**Referred to other agency:** The crime occurred in another department's jurisdiction, or the incident is not criminal and is being referred to an agency such as Child Protective Services, Adult Protective Services, Mental Health, etc.

**Unfounded:** Your investigation revealed the crime investigated or alleged did not occur.

**Victim refused to cooperate:** The victim is refusing to cooperate with us or the District Attorney.

**Warrant issued:** The suspect now has a warrant but is not in custody.

### **Exceptional Clearance Options:**

To clear a case by exception **all of** the following conditions must be met:

- The investigation must have clearly and definitively established the identity of at least one offender.
- There must be sufficient probable cause to support arresting, charging, and prosecuting the offender.
- There must be a reason outside your control preventing the arrest, charging, and prosecution.

In Mobile or LERMS, the user shall select the Case Status as *Closed Exceptionally Cleared*, the Case Disposition as *Exceptional Clearance*, and one of the following must be selected from the Exceptional Clearance dropdown menu:

**Juvenile/No Custody:** The handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty theft

**Offender death:** Offender's death has been confirmed

**Prosecution declined:** The case was submitted, and the District Attorney chose not to prosecute.

**Victim refused to cooperate:** The victim is refusing to cooperate with us or the District Attorney.

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### **Procedure for Case Management:**

For case management purposes, if it is not defined in the original KCSO Case and the case has been or will be assigned to an investigator, a supplemental report shall be written any time a status or disposition changes in a case, and it should describe why and what they should be.

- The assigned investigator will be responsible for ensuring a supplemental report is written and the case status and case disposition is up to date.
- The section Sergeant (or their designee) will be responsible for determining whether cases are assigned to an investigator and ensuring cases are reassigned when investigators leave their section. A supplemental report is not required if the case is not being assigned to an investigator.
- To ensure proper case management, section Sergeants and/or their designees will conduct yearly case management audits.

### **LERMS Case Management:**

#### **Case Status and Case Disposition:**

To update case status and case disposition in LERMS, users should first go to the *Case Management* selection and then select *Case Assignment Search*. Once there, the assigned investigator can see their assigned cases. A case may be opened from here, or by going to *Cases* and then *Case Search*. The options *Case Status*, *Disposition*, and *Exceptional Clearance* are all viewable on the case module. The appropriate selections and dates can be made, but the assigned investigator shall ensure a supplemental report is written documenting the change.

#### **Assigned Investigator:**

Once in an open case, the assigned investigator or section Sergeant (or their designee) will select the *Assignments* tab to see who the case is assigned to. Cases can be assigned in Mobile, but if the case does not yet have an assigned investigator the user should click new and select the *Assigned Officer*, *Assigned Date*, *Assignment Type*, and *Assigned by Officer*. The user should make sure to click save to ensure the assignment is complete.

To reassign a case to a different investigator, under the assignments tab, the user should first select the investigator who is currently assigned (*Assigned Officer*). The user should then change that investigator's name to the name of the new investigator, select the *Assignment Date*, select the *Assigned by Officer*, and click save.

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### Proper Case Status and Case Disposition Combinations

Users should refer to the chart below for proper case status and case disposition combinations. Remember, cases that are exceptionally cleared must meet the three criteria and have one of the four exceptional clearance options selected as well.

DISPOSITION	STATUS				
	ACTIVE/OPEN	CLOSED	CLEARED BY ARREST	CLOSED EXCEPTIONALLY CLEARED	UNFOUNDED
Active/Open	✓				
Cleared by Arrest	✓		✓		
Cleared by Arrest Other Agency	✓		✓		
Exceptional Clearance				✓	
Inactive		✓			
Juvenile Probation Seeking Petition		✓	✓	✓	
Located Missing Person		✓			
Non-criminal		✓			
Complaint Submitted; Forward to DA	✓	✓			
Referred to Other Agency		✓			✓
Unfounded					✓
Victim Refused to Cooperate		✓		✓	
Warrant Issued	✓	✓			

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*The updated Report Writing Manual has been uploaded to SheriffNet, and can be found under Procedures, Publications, & MOUs, and then by clicking Law Enforcement Mobile Manual Master-Updated January 2023 ([Report Writing Manual](#)).*

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