

17 September 2014

H Rogers
Fyi-request-1942-bc69a131@requests.fyi.org.nz

Dear H Rogers

I refer to your request of 23 August 2014 in which you asked for disclosure of Police General Instructions regarding the use of the early case closure procedure and tool. You would like the information provided electronically.

As requested, I attach the section from the Police Manual entitled Early Case Closure (ECC).

The application of this ECC process allows police to be more productive with their time, in that they do not have to investigate files where there are no leads. This enables police officers to be re-deployed to ensure fewer victims of crime which supports our Prevention First model.

Yours sincerely



Catherine Gardner
Manager, Case Management

Early case closure

Rationale

The practice of pursuing follow-up investigations into offences where there is little or no likelihood of locating the offender or recovering property is no longer acceptable.

The Early Case Closure system allows for an early decision to be made on whether any reported offence warrants further inquiry and also clarifies the filing criteria. Additionally it supplies a victim with a record of the complaint for future Police or insurance company notifications.

Policy

Supervisors must be aware of the need to eliminate unproductive follow-up and multiple file handling and recording so that resources may be concentrated on cases which are likely to yield results. An early decision on whether further enquiry is warranted is essential in every case.

The system is based on the absence of viable leads at the time a complaint is initially received, either at a Police station or at the conclusion of the initial attendance.

Procedure

Early case closure will be implemented as follows:

- For category 4 (Volume) cases at the completion of the Initial File Assessment process where the solvability threshold has not been reached - i.e. where the IFA score is less than 8 and there are no aggravating or unusual factors that would justify further enquiries.
- For cases in categories 3 (Priority) ,2 (Critical) or 1(Mandatory) where a review and calculation of the case rating by the investigation unit supervisor reveals that the circumstances of the case and viable lines of enquiry do not justify the resources required to investigate the case.

When implementing early case closure:

- Confirm that the case is correctly entered into including narrative.
- Ensure the case is categorised by crime type (1-4)
- For category 4 (Volume) cases, ensure the IFA checklist is electronically attached to the record
- Ensure that IFA has been completed is recorded in that early case closure has been applied is recorded in the victim is notified by letter or telephone that early case closure has been applied
- Ensure that victim notification has been correctly recorded

For category 1,2 and 3 cases the case rating has been calculated and recorded and any relevant information to support ECC are recorded within the narrative or using the review function.