January 10, 2012

INVESTIGATIONS BUREAU MEMORANDUM NO. 12-1

SUBJECT: Table of Contents and Page Numbers for Investigative Case Files

RESCIND Investigations Bureau Memorandum 07-4

All investigative case files submitted to a state prosecutor's office will contain a Table of Contents and all pages will be numbered.

A. The Table of Contents

1. Division Commanders will ensure a Table of Contents is developed and implemented for their respective units. Investigative units may develop a Table of Contents that fits the specific needs of their sections. The Table of Contents should list the offense and CRN. Listed below is an example of a Table of Contents.

AGGRAVATED ASSAULT CRN 07-123456

I.	Case Status Report, Form 327 p.d.	page	1 to 1
II.	Probable Cause Statement	page	2 to 2
III.	Offense Reports	page	3 to 5
IV.	Crime Scene	page	6 to 34
V.	Physical Evidence	page	35 to 45
VI.	Interviews	page	46 to 50
VII.	Suspect Statement(s)	page	51 to 65
VIII.	Miscellaneous	page	66 to 72

2. Documents will be placed in the appropriate sections.

3. The Table of Contents will list only those sections that contain case file information. For example, if there is no physical evidence, the Table of Contents will not list a physical evidence section.

B. Page numbers

1. All documents in the case file will be stamped with a page number.

2. The case file will be numbered in successive order. The first page of the case file will begin with page number one.

3. The following will apply each time documents are added to a case file that has already been submitted to the prosecutor's office.

   a. The Table of Contents will be updated each time new documents are received. All updates will permanently remain in the Table of Contents.

b. Additional documents will be placed in a revised section each time they are received.

c. The next available page number will be used.

d. The revised section will be dated each time new documents are received.

e. Documents received from different sources should be placed in separate revised sections.

f. For example, if three pages related to the crime scene and two pages related to physical evidence are received on July 25, 2007 and five pages related to interviews are received on August 30, 2007 the Table of Contents from above will be changed as follows:

AGGRAVATED ASSAULT CRN 07-123456

I.	Case Status Report, Form 327 P.D.	page	1 to 1
II.	Probable Cause Statement	page	2 to 2
III.	Offense Reports	page	3 to 5
IV.	Crime Scene	page	6 to 34
V.	Physical Evidence	page	35 to 45
VI.	Interviews	page	46 to 50
VII.	Suspect Statement(s)	page	51 to 65
VIII.	Miscellaneous	page	66 to 72
IX.	Revised-crime scene (July 25, 2007)	page	73 to 75
XI.	Revised-physical evidence (July 25, 2007)	page	76 to 77
XII.	Revised-interviews (August 30, 2007)	page	78 to 82

Division Commanders will ensure each unit maintains supplies for the approved page numbering methods.

Deputy Chief Randall Hundley
Commander
Investigations Bureau

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