



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 inquiry 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 office 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 seven and there are no aggravating factors that would justify further enquiries.

For cases in categories 3 (Priority) ,2 (Critical) or 1(Mandatory) where a review and calculation of the rating of the case 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.

The following steps must be taken when implementing Early Case Closure:

- Confirm that the case is correctly entered into NIA including narrative.
- The case is categorised by crime type. (1-4)
- For category 4 (Volume) cases the IFA checklist is electronically attached to the NIA record.

- The fact that IFA has been completed is recorded in NIA
- The fact that Early Case Closure has been applied is recorded in NIA
- The victim is notified by letter that early case closure has been applied.

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 NIA review function.

Last modified: 16/01/2018