

DETECTIVE FUNCTION ASSESSMENT



Sound criminal investigations are key to ensuring that violent offenders are prosecuted and held accountable for their actions. However, criminal investigations within law enforcement agencies can often be hindered by a number of factors, including poor case management software and high caseloads for detectives. Through Project Safe Neighborhoods (PSN), CNA offers detective function assessments to agencies to review and assess their criminal case management and detective functions. These assessments provide evidence-based recommendations and suggestions that focus on improving current practices.

ASSESSMENT OBJECTIVES

- Make general observations about the overall detective function and processes, including reviewing and evaluating the effectiveness of the current detective function, operations, case management approach, and leadership structure.
- Identify weaknesses in the criminal case management process.
- Provide recommendations and feedback related to criminal case management processes and procedures.



THE PROCESS

The key steps of the assessment process include the following:

1. **Pre-assessment questionnaire:** The PSN training and technical assistance (TTA) team asks the requesting agency to complete a pre-assessment questionnaire, which provides the subject matter experts (SMEs) a preliminary review of the agency's capacity and needs.
2. **Kick off call:** CNA will host a kick off call with the PSN TTA team—including the requesting agency's TTA liaison, analyst, and champions—to identify the desired goals and objectives of the assessment and potential dates for the on-site portion of the assessment.

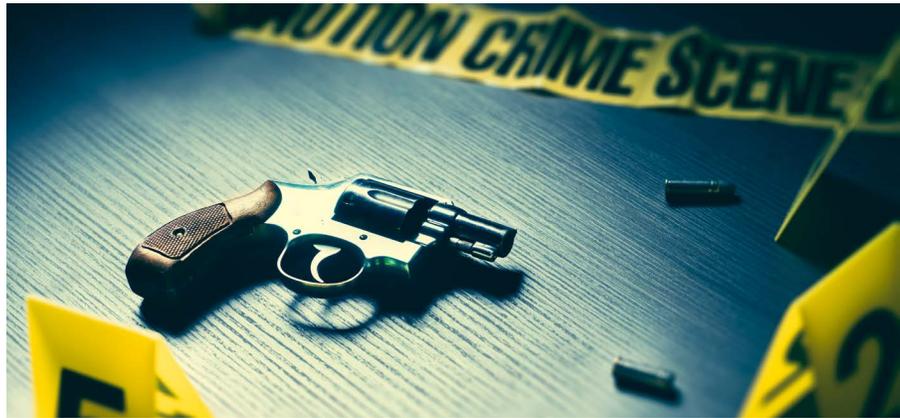


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3. **Site visit:** During the two- to four-day site visit, SMEs will conduct comprehensive interviews with key personnel at the requesting agency. SMEs will also tour police department facilities, review an active investigation case file, attend a case briefing meeting, and observe internal briefings.
4. **Assessment report:** The assessment team will develop an assessment report with findings and recommendations to enhance detective functions. SMEs will discuss their findings with the site while developing the report. The PSN TTA team will provide a final report to the site within six weeks of the site visit. The SMEs can debrief the findings of the report via a conference call, at the request of the site.

SAMPLE ON-SITE VISIT AGENDA

- Conduct interviews with local law enforcement agency representatives.
 - Chief of police and designated command staff
 - Detective supervisors
 - Detectives and investigators
 - Case management personnel
- Tour police department facilities.
- Review an active investigation case file.
- Attend a case briefing meeting and observe internal briefings.



POTENTIAL OUTCOMES

- Modified practices or implementation of new practices based on lessons learned
- Improved case management software
- Higher clearance rates for violent crimes as a result of improved criminal investigations

QUESTIONS AND MAKING AN ASSESSMENT REQUEST

If you have questions about this assessment or would like to request the assessment, please consult with your regional TTA liaison or PSN.TTA analyst. You can also complete the PSN TTA request form at the link below to request an assessment.

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