

I. Case Management Case Evaluation

1.1 Cases are forwarded to the Case Management Section from Evidence Receiving or pulled from the backlogged cases from in-house sections.

1.2 Case management personnel evaluate each case as follows:

- a. Rush/Expedite type cases (which would include court needs/dates, investigation needs or court orders)
- b. Standard process type cases

1.3 Prior to the start of the examination, the submitting agencies should be contacted to determine case status and arrest status.

- a. Batch according to submitting agencies when make status calls or emails. If there are numerous cases, an excel spreadsheet may be attached.
- b. Responses will be recorded on CM-QR1 and kept in case jacket.
- c. If an agency indicates that an arrest was made, the name and DOB of the suspect will be added to the CM-QR1.
 1. A search of the State of CT Judicial Website (<http://www.jud.ct.gov/crim.htm>) is conducted.
 2. The information on this website will indicate if the case is still pending and the date of the next court date, or it can indicate if a conviction/plea has been made in the case.
 3. If adjudication is present and the case involves a Sexual Assault, Homicide or Assault, the State's Attorney's Office will be contacted for notification of the case closure. If additional testing is necessary, the State's Attorney can contact the DSS Case Management Section to reopen the testing request.
 4. If adjudication in a property-type crime is indicated, the request is closed.
- d. If an agency indicates that the case has been closed at their department, this information will be added to the CM-QR1.
 1. If the agency indicates that their investigation is closed (i.e. uncooperative victim, false complaint, victim does not want to proceed), this test request will be closed in LIMS.

If the case involves a Sexual Assault, Homicide or Assault, the State's Attorney's Office will be contacted for notification of the case closure. If additional testing is necessary, the State's Attorney can contact the DSS to reopen the testing request.

2. If the agency indicates that the case is inactive/pending new information and no arrest made, these cases may remain open for further testing.
- e. If the agency does not respond within a timely manner (may be as little as one week), this case may be forwarded for processing. Documentation of the communication attempt shall be placed in the case file. Further communication may be made after processing of the evidence if additional information is necessary.

II. Case Closure

- 1.4 If case is closed, this request will be closed in LIMS and a case note should be added to the synopsis section. The evidence should be located and returned to the submitting agency. A letter (CM-QR2) or a copy of the case note may be attached to the evidence. If there is no evidence remaining at the DSS, a letter (CM-QR3) will be provided to the Evidence Receiving Section to return to the submitting agency.

III. Active Cases

- 1.5 If no closure is indicated in the case, and an arrest has been made; the Case Management Section will evaluate the evidence submitted in this case for the presence of a consumption issued as described in the "State of CT – Procedure in Criminal Matters Practice Book – Section 40.9". Refer to CM-WI-04 (Consumption Letters) for guidance.
- 1.6 If no closure is indicated in the case and no arrest has been made, the Case Management Section will forward the case file to the appropriate Section Supervisor.
- 1.7 Expedite and Rush cases will be identified by a sticker located on the front of the case folder.