

Section 19.0

Updated  
2/24  
J.L.

## PROCEDURE MANUAL SECTION 19.0

### REPORT PROCEDURES

#### Probable Cause Sheets/Superforms:

Upon investigation of a felony any offense where the suspect is has been identified, yet is still at large, and the officer has probable cause for the suspect's arrest, the investigating officer or detective should will may prepare a P.C. sheet Superform with sufficient information to support the charge.

This P.C. sheet Superform will be reviewed by the and approved by a supervisor and the officer or detective will bring the original Superform to the Records Division and request that it be scanned in to a folder on the S-drive entitled, "Probable Cause/Superforms." It will be the responsibility of the Records Division to scan the Superform in to the electronic folder and place the original in a file folder maintained within the Records Division. The Records Room must route a photocopy of the Superform to the Investigations Division for tracking purposes. a copy will be submitted with the report for Detectives Investigations. The original will be filed at the sector lieutenant's office respective precinct or precincts respective precinct in the "P.C. sheet" file a file so designated for Superforms / "P.C. Sheets".

The Superform electronic copy of the / P.C. sheets will remain in the sector lieutenant's file for up to 10 days Superform will remain in the a appropriate sector's file both folders for 45 days unless the suspect is arrested prior to that time or the assigned detective receives an arrest warrant. there is exculpatory information discovered on behalf of the suspect named that invalidates the PC.

At the end of +045 days, the assigned detective will remove request that Records remove the P.C. sheet Superform. Of from the file in the sector lieutenant's officer and prepare the case for the Snohomish County Prosecutor's review. if need be, or unless after reviewing the case, the assigned detective wishes to retain the Superform may be retained in the folders will be resubmitted and kept in the respective precinct's file for an additional other 45 days. Retention of a Any Superform in the files beyond 90 days needs the approval of that ease the assigned detective's supervisor. It will be the responsibility of the assigned detective or officer to track their Probable Cause/Superforms / "P.C." sheets and remove them and request timely removal from the electronic folder in accordance with this procedure.

If a suspect is arrested by a patrol officer or detective based upon the Probable Cause/Superform, that officer or detective is responsible for notifying the Records Division of that arrest and requesting that Records remove the Probable Cause/Superform from the electronic folder. Notification to the Records Division shall be as soon as practical under the circumstances, but in every case before the end of the arresting

officer's shift. Documentation of the arrest and request to remove the Probable Cause/Superform from the database will be included in the arresting officer's/detective's follow-up report. Patrol officers making arrests based upon Probable Cause/ Superform should also make all reasonable efforts to notify the assigned detective of the arrest.

Section 19.0

## PROCEDURE MANUAL SECTION 19.0

### REPORT PROCEDURES

#### Probable Cause Sheets/Superforms:

Upon investigation of a felony offense when the suspect is identified, yet still at large, and the officer has probable cause for the suspect's arrest, the investigating officer or detective should will prepare a P.C. sheet Superform with sufficient information to support the charge.

This P.C. sheet Superform will be reviewed by the and approved by a supervisor and the officer or detective will bring the original Superform to the Records Division and request that it be scanned in to a folder on the S-drive entitled, "Probable Cause/Superforms." It will be the responsibility of the Records Division to scan the Superform in to the electronic folder and place the original in a file folder maintained within the Records Division. If the request originates from a patrol officer, that officer must route a photocopy of the Superform to the Inv. for reporting purposes. A copy will be submitted with the report for D. The original will be filed at the sector lieutenant's office respect to the respective precinct in the "P.C. sheet" file a file so designated for

The Superform electronic copy of the / file for up to 10 days Superform will remain in the sector lieutenant's file both folders for 45 days unless the suspect is arrested or the assigned detective receives an arrest warrant. If there is exculpatory information discovered on behalf of the suspect named that invalidates the PC.

At the end of 45 days, the assigned detective will remove request that Records remove the P.C. sheet Superform. From the file in the sector lieutenant's office and prepare the case for the Snohomish County Prosecutor's review. if need be, or unless after reviewing the case, the assigned detective wishes to retain the Superform may be retained in the folders will be resubmitted and kept in the respective precinct's file for an additional another 45 days. Retention of a Any Superform in the files beyond 90 days needs the approval of that case the assigned detective's supervisor. It will be the responsibility of the assigned detective or officer to track their Probable Cause/Superforms / "P.C." sheets and remove them and request timely removal from the electronic folder in accordance with this procedure.

If a suspect is arrested by a patrol officer or detective based upon the Probable Cause/Superform, that officer or detective is responsible for notifying the Records Division of that arrest and requesting that Records remove the Probable Cause/Superform from the electronic folder. Notification to the Records Division shall be as soon as practical under the circumstances, but in every case before the end of the arresting

officer's shift. Documentation of the arrest and request to remove the Probable Cause/Superform from the database will be included in the arresting officer's/detective's follow-up report. Patrol officers making arrests based upon Probable Cause/ Superform should also make all reasonable efforts to notify the assigned detective of the arrest.