

306.00 - SUPERVISOR'S CASE PROGRESS RECORD**306.01 Procedures - Case Progress Record**

- (1) A case progress record shall be maintained by all supervisors and command officers assigned to the Investigative Division. Entries will be made daily of every person jailed and investigated by this division.
- (2) Daily checks will be made by all supervisors and command officers to ensure that incarcerated individuals who may be eligible for release are processed as expeditiously as possible. Irrespective of weekends, holidays, days off, etc.

