

Instructions for Lead Sheet

The Lead Sheet is used during Major Case investigations to facilitate recording, follow-up and closure of investigative leads generated. Use the Lead Sheet in conjunction with the Lead Sheet Assignment Log to keep track of leads that have been assigned.

Investigation of a lead that generates another lead requiring follow-up requires the completion of a new Lead Sheet.

In addition to information developed from the investigations team, the Lead Sheet can be used by forensic personnel to identify evidence requiring additional follow-up (e.g. the ownership of bloody clothing recovered needs to be determined).

This sheet can be customized with your agency name and the case number before it is printed. **After entering information in the editable fields, tab forward or press enter, otherwise the information entered will not print.**

LEAD SHEET

INCIDENT NUMBER

Lead Information

Received By: _____ Date: _____ Time: _____

Name: _____ DOB: _____

Address: _____

Home TX: _____ Work TX: _____

Pager #: _____ Cell TX: _____

Subject: _____

Comments: _____

Investigator Assigned: _____ Date: _____ Time: _____

Lead Cleared? Yes [] No [] Date: _____

Comments: _____

Additional Leads Developed: _____

INVESTIGATION SUPERVISOR'S LEAD ASSIGNMENT SHEET LOG

Incident #:

Check When Lead is Cleared

LEAD #	DATE RECV'D	DATE ASSIGNED	INVESTIGATOR	TASK / COMMENTS	X	Add'l LEAD #

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