

Report Preparation

338.1 PURPOSE AND SCOPE

Report preparation is a major part of each deputy's job. The purpose of reports is to document sufficient information to refresh the deputy's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

338.1.1 SUBMISSION OF REPORT

To provide the best service to our stakeholders, contract partners, and the public through current data and statistical analysis, it is the policy of this Department to require all reports be complete, accurate, and submitted prior to or at the end of each shift. It shall be the responsibility of all Members assigned to Commands required to document criminal offenses and other reportable activities to submit all reports for approval prior to leaving their assigned work location at end of watch.

1. Exceptions to the above policy shall be determined by the immediate supervisor of involved personnel on a case by case basis only upon receiving proper justification.
2. Units providing extensive follow-up on cases previously reported are exempt from the end of shift requirement if it will not severely impact an on-going investigation with supervisory approval, i.e. Forensic Science Services, Homicide, Sex Crimes.

338.2 REPORT WRITERS RESPONSIBILITIES

1. Prepare all reports received during the assigned shift for supervisory approval prior to the end of such assigned shift.
2. Contact the immediate supervisor for all priority reports upon completion throughout the shift.
 - (a) Priority reports include all cases where a suspect is in custody and booked into any custodial facility such as jail, juvenile hall, or a mental hospital. This includes cases where the suspect will be cited and released at the facility. Also included are serious assaults, rape, child molest, any deaths, property crimes involving major loss, any case requiring immediate follow-up by Investigation, casualty reports, missing persons, or CHP 180.
3. Contact the immediate supervisor in all cases where an exception to the above policy stated is necessary.

338.2.1 SUPERVISOR RESPONSIBILITIES

1. Thoroughly review all submitted reports for completeness and accuracy prior to approval.
2. Require additional information or corrections when necessary on all reports prior to approval.
3. Reports containing grammatical errors shall be corrected.

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

Report Preparation

4. Ensure all reports were submitted or the necessary approval was obtained to defer.
5. Follow-up on all deferred reports and ensure their completion.
6. Carefully review all requests for exception to the policy stated above. Exceptions may be granted by the immediate supervisor under the following circumstances:
 - (a) Members are at the end of a 16 hour work period and the report is not a priority report.
 - (b) The tempo of the shift was such that it did not allow for report writing. The Member requesting an exception under this circumstance shall provide the supervisor with their completed Daily Activity Report and Statistical Sheet to verify consumed time during the shift prior to approving the exception.
 - (c) The report was received at the end of watch and it is not a priority report.
 - (d) The Members assigned a report ends their shift early due to a personal emergency or workers compensation incident.
7. When possible the shift supervisor shall contact Members assigned reports throughout the shift to review and approve completed reports prior to the end of watch.

338.2.2 MANAGEMENT RESPONSIBILITIES

1. Verify supervisors are granting exceptions to the policy stated in Section 344.2.1 only in applicable situations.
2. Verify overtime usage for report writing is utilized only in appropriate situations.
3. Review involved personnel's Daily Activity Report and Statistical Sheet for any time management issues related to report exceptions.
4. Verify reports granted an exception is submitted.

338.3 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to Support Services for filing and distribution, shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to Support Services may be corrected or modified by the authorizing deputy only with the knowledge and authorization of the reviewing supervisor.