

## Report Preparation

### 338.1 PURPOSE AND SCOPE

Report preparation is a major part of each Member's job. The purpose of a report is to document sufficient information to refresh the Member's memory and to provide sufficient information for follow-up investigation and successful prosecution.

### 338.2 DEFINITION

**Priority Report:** For the purpose of this policy, priority reports are defined as reports regarding any use of force and all incidents for which a suspect is booked into a custodial facility (jail, juvenile hall, or mental hospital) and includes cases where the suspect will be cited and released from that facility. This also includes Electronic Direction for Complaint (EDC) filed reports and all reports that are being submitted for criminal filing regardless if the suspect(s) are In-Custody.

### 338.3 SUBMISSION OF REPORT

To provide the best service to the public, it is the policy of this Department to require all reports be complete and accurate. Priority reports shall be submitted at the end of each shift, unless the Department Member receives prior approval from the immediate supervisor as described below.

All non-priority reports should be submitted as soon as practicable, but no later than the end of the Member's work week, unless that Member received prior approval from an immediate supervisor as detailed below.

It shall be the responsibility of all Members to submit all reports for approval prior to reassignment or permanently leaving their assigned work location. If a Member is unable to submit all reports prior to reassignment, approval must be received by the Member's immediate supervisor.

All reports must be submitted before a Member separates from the Department.

#### 338.3.1 EXCEPTIONS

Exceptions to the above policy shall be determined by the immediate supervisor of the involved Member on a case-by-case basis. A request for an exception will be supported by a proper justification from the Member.

Exceptions may be granted by the immediate supervisor under the following circumstances:

1. Details acting in an extensive follow-up capacity, e.g. Investigative Details, Forensic Science Services, and etc.
2. The workload 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 Patrol Daily Activity Report to demonstrate the heavy workload that supports an exception..

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3. The report was received the last day of the Member's work week, at the end of the shift, and it is not a priority report.
4. The Member assigned a report ends their shift early due to a personal emergency or worker's compensation incident.
5. Video footage and/or audio recording of the incident is not yet available for the reporting Member to review.
6. Additional follow-up and/or investigation is required for a complete and accurate report.

### **338.4 RESPONSIBILITIES**

The reports prepared by Members are the records of OCSD and not the Members' records; Members should not provide copies of reports the Member has prepared to parties involved in any incident, only the Records Division may provide copies of reports as authorized under the law. If a Member is contacted and asked for a copy of the report by any member of the public, the person should be referred to the Records Division (refer to Lexipol Policy 805 for details).

#### **338.4.1 REPORT WRITER RESPONSIBILITIES**

1. Prepare all priority reports taken during the assigned shift and submit for supervisory approval prior to the end of such assigned shift.
2. Prepare all non-priority reports taken during the assigned shift for supervisory approval, as soon as practicable, but no later than the end of the Member's work week.
3. Contact the immediate supervisor for all priority reports upon completion throughout the shift.
4. Contact the immediate supervisor in all cases where the Member believes an exception to the above stated policy is appropriate.

#### **338.4.2 SUPERVISOR RESPONSIBILITIES**

1. Thoroughly review all submitted reports for completeness and accuracy prior to approval.
2. Verify that any associated case evidence is appropriately documented and booked per policy 802.
3. Require additional information or corrections when necessary on all reports prior to approval.
4. Reports containing grammatical errors shall be corrected.
5. Ensure all reports were submitted in a timely manner or the conditions for exceptions were adequately met.
6. Follow-up on all deferred reports and ensure their completion.
7. Carefully review all requests for exception to the policy stated above and make appropriate documentation.

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### **338.4.3 MANAGEMENT RESPONSIBILITIES**

1. Verify supervisors are granting exceptions to the policy stated in Section 338.3.1 only in applicable situations.
2. Verify overtime usage for report writing is utilized only in appropriate situations.
3. Review involved personnel's Patrol Daily Activity Report for any time management issues related to report exceptions.
4. Verify reports granted an exception are submitted.

### **338.5 REPORT CHANGES OR ALTERATIONS**

Reports that have been approved by a supervisor and submitted to the Records Division for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been finalized may be corrected or modified by the reporting Member only when rejected by records.