

## Departmental Report Distribution

### 801.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and responsibilities for the distribution of all Departmental reports.

#### 801.1.1 DEFINITIONS

**Field Based Reporting (FBR) System:** The application used to complete and submit reports and forms to the Department's Records Management System (RMS).

**Report Writer:** Department Members documenting an incident, designated on initial reports as the Reporting Officer and on supplemental reports as Supplementing Officer.

**Approving Officer:** Lieutenants, sergeants and Traffic Bureau assigned deputies who review and approve reports. The approving officer shall be someone other than the report writer.

**Statistical Unit:** Department Members assigned to the Support Services Division's Records and Information Services Bureau, Statistical Unit who are responsible for ensuring approved reports contain accurate data for internal statistics and reporting to the Department of Justice.

**Original Report:** The original electronic report from which subsequent copies are generated from.

**Reporting Area:** The area or detail handling the report review. This ensures the report is routed to the appropriate approving officer for review when it is submitted by the report writer.

**Division Assignment:** The appropriate investigative detail who will be handling the necessary action for the incident. The report writer must designate at least one division assignment. If the Division Assignment on a report needs to be removed, a new Division Assignment shall be designated by either the approving officer or an investigations detail sergeant. At least one Division Assignment shall be present at all times to ensure the report is always assigned to at least one investigative detail.

**User Assignment:** Department Members who are assigned to investigate and/or complete tasks with the associated case.

**Outside Agency To Be Notified:** Must be filled out by the report writer to include any agency needing a copy of the original report. The report shall be sent after the approval of the Statistical Unit.

**Delinquent Report:** An initial incident report not completed within 30 days of the incident reported date.

### 801.2 POLICY

It shall be the policy of this Department to ensure Departmental reports are distributed to the proper divisions/bureaus/details for approval and follow-up investigation.

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### **801.4 ROLES AND DUTIES**

1. Report Writers
  - (a) In FBR, complete all applicable sections for the appropriate incident report template ensuring the reporting area, division assignment and outside agency to be identified are designated.
  - (b) Submit the report.
2. Approving Officers
  - (a) Review their area/detail reports, check for errors, and that the appropriate division assignment is designated.
  - (b) If the report requires corrections, reject the report.
  - (c) If no corrections are required, approve the report.
3. Statistical Unit
  - (a) Review reports after they've been approved, verify all information necessary for reporting to the Department of Justice is present and accurate.
  - (b) If any additional information is needed for the National Incident Based Reporting System (NIBRS) reporting, reject the report.
  - (c) If any outside agencies to be notified are identified on the original report, forward a copy of the report to the agency.
4. Division Assignments
  - (a) Review reports assigned to respective detail that have no user assignment.
  - (b) Identify and assign appropriate users to the incident.

### **801.4 IMMOBILE REPORTS**

Immobile reports are uncompleted reports that have become stranded in the FBR workflow because the report writer inability to access the FBR system due to a leave of absence or separation from the Department. In order to eliminate these immobile reports, a sergeant shall follow the following protocol:

1. A Sergeant (not a deputy) shall copy the narrative, attachments, and other pertinent information to a new report template under the same DR#. The Sergeant shall write a short synopsis detailing the report was copied because of the report writer's inability to access the Field Based Reporting system. Do not specify in the report that the report writer is on workers' compensation, medical leave, administrative leave or no longer with the Department.
2. The Sergeant shall write "see the original report writer's narrative below" then "copy and paste" the narrative. This will explain why the report was submitted by someone else other than the originally assigned report writer. It will also explain that it is a detailed account of the incident as written by the report writer.

Below is the process of how to copy the report:

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1. Highlight and copy the text in the Narrative section. Click the Attach tab and download report attachments (if any).
2. Click the Actions menu located in the upper right corner of the report header and select Copy. This will take you to the copy report screen.
3. From the Select Report Template section, select Incident. A Select Template drop down box will appear to the right. Choose the template you would like to copy the report to. The template should be the same as the deputy's original template i.e. 10-Non-Criminal or 20-ICR.
4. The Select Report Data section will list all the original report content that can be copied. To the right of each content item, set the appropriate section where the content item should be copied to i.e. Suspect, Victim, etc.
5. In the Officers Involved section, uncheck the original approving officer (if it is checked). This will allow the new approving Sergeant's name to be stamped on the report.
6. Once you have set the section for each content item, click the Create button in the upper right corner.
7. After hitting Create, you will notice you are now on the Template and all the information was carried over. If the original report contained any attachments, upload them using the Attach tab.
8. Go to the narrative section and paste the original narrative. Above the narrative, type a short synopsis detailing that the report was copied because of the report writer's inability to access the Field Based Reporting system. Then type "see the original report writer's narrative below."
9. Review your report, and verify all associated attachments have been attached to the report. Click Submit in the top right of the report header. Immobile reports are uncompleted reports that have become stranded in the FBR workflow because the report writer inability to access the FBR system due to a leave of absence or separation from the Department. In order to eliminate these immobile reports, a sergeant shall follow the following protocol:

1. **A Sergeant (not a deputy)** shall copy the narrative, attachments, and other pertinent information to a new report template under the same DR#. The Sergeant shall write a short synopsis detailing the report was copied because of the report writer's inability to access the Field Based Reporting system. **Do not specify in the report that the report writer is on workers' compensation, medical leave, administrative leave, or no longer with the Department.**
2. The Sergeant shall write "see the original report writer's narrative below" then "copy and paste" the narrative. This will explain why the report was submitted by someone else other than the originally assigned report writer. It will also explain that it is a detailed account of the incident as written by the report writer.
3. The report shall be reviewed and approved by an approving officer that is someone other than the submitting Sergeant.

Below is the process of how to copy the report:

1. Highlight and copy the text in the Narrative section. Click the Attach tab and download report attachments (if any).
2. Click the Actions menu located in the upper right corner of the report header and select Copy. This will take you to the copy report screen.

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