


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date April 21, 2022		APD.SOP.3063 Accounting for Field Reports
Applicable To: Sworn employees and dispatchers		Review Due: 2026
Approval Authority: Chief Rodney Bryant		
Signature: Signed by RB		Date Signed: 4/20/2022

# 1. PURPOSE

This directive establishes a method for accounting for incident and accident reports. (CALEA 6<sup>th</sup> ed. Standard 82.1.5)

# 2. POLICY

Officers must make a report when required by APD.SOP.3060 "Report Writing", when making a physical arrest, and when issuing a copy of charges on a general (non-traffic) case. Supervisors and commanders shall follow up to be sure that these reports are submitted on time.

# 3. RESPONSIBILITIES

3.1 The division commanders shall monitor the implementation of this directive.

3.2 Zone and section commanders shall implement this directive in their commands.

3.3 Watch and unit commanders shall ensure that complete and accurate reports are submitted in a timely basis, but no later than the end of the watch, unless supervisory approval is given for an exception.

3.4 Communications supervisors shall modify the computer-aided dispatch (CAD) record whenever necessary, including at the request of the zone watch commander or a designee.

3.5 Supervisors or their designee shall hand deliver any handwritten reports to the Central Records Unit during each tour of duty seven days a week.

3.6 The Central Records Unit commander shall monitor this process and advise any commanders whose work groups have an excessive number of missing reports.

# 4. ACTION

4.1 To aid and assist with report reconciliation, supervisors are to, on a continual and regular basis, check the CODE 17 MONITOR available under the RESOURCES menu on Horizon.

4.1.1 "CODE 17 MONITOR" tracks missing incident reports. It shows all calls in a zone for which a "Code 17" was given as a pull-in, but there is no report yet in the records management system (RMS). The CODE 17 MONITOR identifies report statuses as "not started," "draft," or "pending approval." These reports must be completed, or the CAD disposition must be updated to indicate a report is not needed. Some of the reports may be due from CID, SOS or extra job



## Atlanta Police Department Policy Manual

### APD.SOP.3063 Accounting for Field Reports



officers; the watch or unit commander must account for all reports generated by on-duty officers that are assigned to the zone or work group, regardless of the incident location.

- 4.1.2 The watch or unit commander or a designee shall pull up CODE 17 MONITOR at the beginning of each watch to account for the reports due from the officers on the previous day's watch, including those initiated while the officer was on an extra job.
- 4.1.3 The CODE 17 MONITOR shall be checked daily to ensure that officers do not leave draft reports in their inbox without supervisory permission and that officers fix any rejected report on their first day back to work.
- 4.2 Any report found to be missing shall be completed by the officer who is responsible as soon as possible.
- 4.3 The Central Records Unit, or its designee shall be responsible for maintaining work groups, including making changes to these groups due to transfers or hiring of personnel. Section commanders or their designee shall be responsible for notifying Central Records of any new personnel assignments or internal transfers as soon as possible so that employees can be moved to the appropriate work groups within the RMS.

## 5. DEFINITIONS

- 5.1 Work group: This refers to every section within the Department. Each work group's section commander shall be responsible for the reports it generates.

## 6. CANCELLATIONS

APD.SOP.3063 "Accounting for Field Reports"; effective June 1, 2018

## 7. REFERENCES

Commission on Accreditation for Law Enforcement Agencies (CALEA), 6<sup>th</sup> ed. Standard: 82.1.5

APD.SOP.3060 "Report Writing"

## 8. SIGNIFICANT CHANGES

- 8.1 References to ICIS records management system removed.