

CATEGORY	DATE ADOPTED	LAST REVIEW	NEXT REVIEW
4	07/01/2015	03/01/2019	03/01/2023

BUENA PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURES

SS510 RECORDS DISTRIBUTION

SS510.1 PURPOSE AND SCOPE

The purpose of this procedure is to establish guidelines for distributing records.

SS510.1.2 ACCREDITATION STANDARDS

This procedure pertains to the following CALEA Standards: 82.2.4

This procedure pertains to the following General Order(s): 330, 806

SS510.2 PROCEDURE

Distribution or routing of police reports is a vital function of the Records Unit. The following is a guideline for the distribution of standard police documents. Specific reports and documents may be distributed or routed by other employees as indicated.

REPORT	DISTRIBUTION
Adult Arrests (Citation/Bookings)	Orange County District Attorney (via EDC)
Alcohol Establishment Related	Alcohol and Beverage Control
Child Abuse Reports (CAR)	Social Services (Reporting Officer/Investigator)
City Property Damage	City of Buena Park Public Works/City Risk Manager
Court Order Violation (Custody)	Orange County District Attorney Family Violence Unit
Death	Orange County Coroner
Driving Under the Influence	Department of Motor Vehicles
Elder Abuse	Adult Protective Services (Reporting Officer/Investigator)
Graffiti	City of Buena Park Public Works (Dispatch)
Juvenile Arrests	Orange County Juvenile Probation
Misdemeanor Buena Park City Code Violation	City Prosecutor
Towed Vehicle	Records Unit
Traffic Collision/Traffic Collision with damage to City property	California Highway Patrol/City of Buena Park Engineering Department

All reports, with the exception of WIC 5150 and reports related to traffic events, are work-flowed via Spillman to the Investigations Bureau for case assignment and additional distribution if necessary.