

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

ONLINE REPORTING

Reviewed by: Assistant Chief Ken Bays	Effective Date: September 2, 2020
Authorized by: Chief Jamal A. Simington	Revision Date: October 3, 2022

PURPOSE

To establish guidelines and procedures for the proper use of the citizen online reporting system.

POLICY

It is the policy of the Bloomington Police Department to provide the option of online incident reporting to the community.

The Bloomington Police Department will respond to in-progress incidents and all crimes with evidence or information which may lead to the identity of a suspect and their apprehension; or if an incident just occurred and there is a likelihood the suspect may still be in the area; or if the crime resulted or is reported to have resulted in injury to a person; or the citizen prefers to make a report to an officer.

To complete an online report, the following conditions must be met:

1. The incident occurred within the city limits of Bloomington.
2. The incident is NOT in-progress.
3. No one was injured because of the incident.
4. There is NO suspect information.
5. There is NO evidence to be collected, processed, or submitted.
6. No weapons were seen or implied during the incident.
7. The citizen must have an active email address.
8. The incident is one of the two types listed below.

The following incidents may be reported online.

1. **Criminal damage to property:** A citizen's property was intentionally damaged and there is no suspect information.
2. **Lost property:** A citizen lost property and requires a report for insurance purposes.

DISPATCH

The telecommunicator will be prompted during the call taking process that the call is eligible for online reporting. The telecommunicator will verify eligibility and ask the citizen if they would like to make an online report. If the citizen agrees to an online report the telecommunicator will direct them to www.cityblm.org/policereport to file an online report.

If the citizen prefers to speak with an officer, the telecommunicator will dispatch the call as per protocol.

REPORT REVIEW

Criminal Investigation Division (CID) Command will review reports submitted online. They will determine if all necessary information has been submitted and the report fits the criterion listed above. CID Command will check for reports submitted online on Monday, Wednesday, and Friday at minimum.

CID Command will take one of the following actions upon review the online reports.

1. **Approve the report** if the report has been completed properly and meets all the listed criterion.
2. **Disapprove the report** if the report is missing information or does not meet the criteria or if officer follow up is necessary.
 - a. If the report is disapproved and no officer follow up is required, the system will automatically send an email to the citizen telling them the report was disapproved and will direct them to correct the report.
 - b. If the report is disapproved and officer follow up is required, the submitter should also be contacted by email or phone to inform them an officer will be contacting them. CID Command should print the report and request Patrol Command to assign an officer to follow up.

The Administrative Sergeant and/or Community Service Officer's will log into EPoliceReports.com and review approved online reports at least twice a week on Tuesday and Thursday. They will create a report in EJS using the citizens information and the appropriate UCR and NIBRS codes. The narrative will reflect the report is a result of an online report and to see the attachment for the citizen's online report. The online report will be saved in .pdf format and attached to the EJS report. The EJS report may then be administratively closed.