

	Greenville, SC Police Department GENERAL ORDER		
	Subject Administrative Reporting System	Number 115A9	Type Administrative
Effective Date 5/5/2025	Amends/ Rescinds 115A8	Pages 1 of 3	Re-evaluation Annual-June
References CALEA 4.2.1,			Notes Added wording to 2.6.1 for clarification.

1.0 POLICY

The Greenville Police Department utilizes an administrative reporting system to document and analyze significant incidents and activities regarding aspects of operation of the department. The internal reporting system is used to document significant activities such as force actions by officers, injuries, vehicle collisions and other accidents.

2.0 PROCEDURES

2.1 An administrative report is completed by supervisors only. Officers do not complete them. When an officer is involved in a reportable incident, the officer is responsible for notifying a supervisor as soon as practical that the incident has occurred so the supervisor can begin the process of documenting the incident.

2.2 An administrative report is intended for the following incidents:

- Allegations of employee misconduct; from either internal or external sources.
- Employee Grievances
- Employee Commendations
- Unsatisfactory employee performance
- Canine Bite or Injury Resulting from Canine Deployment;
- City Vehicle Collision;
- Damage to City Equipment;
- Use of Deadly Force;

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- Employee Injury;
- Injury to Subject Prior to Arrest: Used if a pre-existing injury is exacerbated by an arrest.
- Injury to Subject During Arrest: If an injury occurs during the process of arrest (e.g. An individual flees from an officer and injures him/herself in flight and prior to custody), or if any individual complains that an injury was a result of an officer action.
- Injury to Subject During Transport: Used to document any injuries that were sustained by a subject during transport or while being placed into detention;
- Search Warrant Execution: Required for search warrant service or exigent circumstances where force is used to gain entry into buildings, where damage to property has occurred as a result of search warrant service or exigent circumstance entries. Photographic/video evidence should be attached to the report showing the scene after any immediacy of entry needs are resolved, but prior to, and after, the actual search.
 - An administrative report will not be required when there are no exigent circumstances and force was not used to gain entry into buildings, where damage to property has not occurred as a result of the search warrant service, or when a search warrant is obtained to further the active investigation where officers are on site and have full control of the location in question.
- SWAT Team Deployment;
- Use of Hard Empty-Hand Control, OC Spray, TASER, Impact Weapons, and/or Pursuit Intervention and Termination Tactics, regardless of whether a subject was injured.
- Use of Less-Lethal Munitions;
- Vehicle Pursuit.
- TASER - Accidental Discharge;
- Field Force Operations;
- Firearm- Accidental or Discharge not related to training.



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- 2.3 An administrative report will be completed by the reporting supervisor and routed to their direct supervisor. The case will be completed prior to the supervisor going off-duty unless authorized by a higher ranking supervisor.
- 2.4 Once a case is received by a Lieutenant from the reporting supervisor, the Lieutenant will review the case for completeness and accuracy. The case will be forwarded to the involved employee's captain by the end of the shift in which the case is received.
- 2.4.1 In the event the reviewing Lieutenant is unable to complete the review by the end of their shift, they will notify their direct supervisor via e-mail.
- 2.4.2 At all other levels of review, the case will be reviewed for completeness and accuracy, and will be forwarded within 7 days.
- 2.5 Each supervisor, including the initiating supervisor of the case will include a recommendation of disposition and, if applicable, discipline. Any comments or suggestions for remedial training or discipline will be considered by the Chief of Police and handled as appropriate.
- 2.6 Photographic documentation will be made for collisions, injuries or damage to property and attached to the case. These photos may be taken by forensics or by the supervisor. The name of the supervisor taking photographs will be included with the attachment.
- 2.6.1 Officers should not be permitted to take photographs for incidents, without the approval of a supervisor. Officers may be permitted to take photographs for the incident in instances where they are geographically distant or in exigent circumstances.
- 2.6.2 When a subject complains of injury and there is no injury visible the supervisor should photograph the lack of injury for documentation purposes.

DocuSigned by:

J. H. Thompson

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J.H. Thompson, Chief of Police

5/5/2025

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