



Chapter: Incident Reports and Forms
Subject: 13-05 – Incident Submission and Review
Effective: October 31, 2023
Supersedes: Official Order 13-05, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy related to the submission and review of an incident report.

13-05-1 INCIDENT REPORT SUBMISSION AND REVIEW

- A. The reporting enforcement member shall submit all original and supplemental incident reports for review upon their completion.
- B. The worksite commander or designated supervisor shall review the screens and narrative report to ensure they are clear, complete, concise, accurate, factual, impartial, and legible, with correct spelling and grammar.
- C. The incident reports shall be compared with other documentation, such as the arrest reports and dailies, to ensure accuracy.
- D. All incident reports which do not meet the requirements listed in sections B and C above shall be rejected back to the reporting enforcement member for correction.
- E. The reporting enforcement member shall correct substandard or inaccurate reports.
- F. All original incident reports which contain the file classes 01000–24003 (excluding all 23001-23007), shall be reviewed by the worksite detective or the worksite's designee after the supervisor approval for incident accuracy. This shall be completed through the electronic RMS.
- G. All incidents which have a status of 4-Inactive will be reviewed and documented. The documentation and review will be completed through the electronic RMS.

DIRECTOR

Annual Review Responsibility: Criminal Justice Information Center
Accreditation Standards: CALEA 82.2.1