



DEPARTMENTAL
GENERAL
ORDER

Rev.
22 Dec 00

M-2

Index as:

Ref: CALEA
Standard 82.2.5

Citizen's Crime Reports
Duplication and Detailing of Reports
Report Processing and Detailing

REPORT PROCESSING AND DETAILING

The purpose of this order is to set forth procedures for the collection, processing, and detailing of reports and to assign responsibility for maintaining the Report Detail Guide.

I. REPORT COLLECTION

A. Traffic Investigations Unit

The Traffic Investigations Unit shall empty the traffic compartments of the basement report receptacle no later than 0700 hours, Monday through Friday.

B. Records Division, Report Reproducing Desk

1. The Report Reproducing Unit shall empty the non-traffic compartments of the basement receptacle and collect reports from the Jail Division and the Patrol Desk in accordance with the following schedule:

0130 hours	0730 hours	1530 hours
0300 hours	0900 hours	1700 hours

2. The Report Reproducing Desk shall maintain a report tray within the unit's work area where reports needing more immediate attention may be deposited between scheduled pick-up hours of the basement report receptacle.

C. Citizen's Crime Reports

1. When a Citizen's Crime Report is completed, it may be submitted to the Department's Crime Analysis Section:
 - a. Via Fax
 - b. Through Inter-Office mail from the Patrol Desk
 - c. Via U.S. Mail
2. Upon receipt, Crime Analysis personnel shall review the report for completeness and to ensure that a crime and code is listed. If one is not listed, personnel shall specify a crime and code which most closely describes the incident.
3. Personnel shall then forward the Citizen's Crime Report to the Records Section for report processing.
4. Records Division personnel shall complete the Citizen's Crime Report in accordance with the provisions of Part II, C of this order.

II. REPORT DUPLICATION AND DETAILING

A. Traffic Reports

The Traffic Investigations Unit shall duplicate and detail traffic reports and file the original reports in unit files.

B. In-Custody Juvenile Reports

1. When a juvenile is taken into custody, the Youth Services Section receiving officer shall obtain the offense and arrest reports (Juvenile Record, 336-606) from the transporting officer. The receiving officer shall obtain an RD number via the Department's RMS system and make the initial copies as needed for the Juvenile Probation Department.

2. The Youth Services Section shall deliver the original reports to the Records Division, Report Reproducing Desk at the end of each shift.

C. Records Division, Report Reproducing Desk

1. The Report Reproducing Desk shall assign the investigative unit according to the Report Detailing Guide, verify the CP Beat for each incident location, and obtain an RD number via the Department's RMS system.
2. The Report Reproducing Desk shall duplicate and distribute reports in accordance with instructions in the Report Detail Guide.
3. Report copies made for the Crime Analysis Section shall receive the highest priority.
4. Reports concerning in-custody adults shall receive the next highest priority in duplication and detailing.
 - a. If the arrest and offense reports are collected during the same watch, they shall be processed before non-custody reports and placed immediately in the investigating unit's pick-up compartment.
 - b. If the offense report is collected before the arrest report is available, the Report Reproducing Desk shall:
 - 1) Duplicate the offense report and place a single white copy in the alphabetical holding file. Mark the pink copy "C.A.R. NOT AVAILABLE AT TIME OF REPORT PROCESSING," and place it, with all appropriate in-custody copy sets, in the investigator's pick-up compartment.

- 2) When the arrest report is collected, assign it the offense report RD number, duplicate the arrest report, and place the completed set of copies in the pickup compartment. These report copies shall receive the same priority as in Part II, C, 4, a, of this order.
- c. If the arrest report is collected before the offense report is deposited in the report receptacle, the Report Reproducing Unit shall:
 - 1) Place the arrest report and all attachments in the alphabetic holding file until the offense report is collected.
 - 2) Duplicate the package as soon as the offense report is collected and place all copies in the pick-up compartment.
 - 3) If the offense report is not received within 24 hours of the arrest, the Records Division Supervisor shall investigate and contact the responsible follow-up unit and provide an advance arrest report, as necessary.
5. After processing the reports, the Report Reproducing Desk shall place all originals in the permanent file.

D. Investigating Units

1. Investigating units shall be responsible for picking up processed reports from the file compartments in the Report Reproducing Desk.
2. The responsible investigating unit shall locate missing reports when the arrest/offense report package has not been received regarding a prisoner listed on the daily detail, upon receiving an incomplete report indicating that either the arrest or offense report was not available during report processing.

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III. TRANSFER OF DETAILED REPORTS

Whenever a report is transferred from one investigating unit to another, the supervisor or commander of the original investigating unit shall instruct the unit's Police Records Specialist to record the transfer in the RMS system. The investigative copy of the report shall then be forwarded to the appropriate unit.

IV. FUNCTION AND USE OF REPORT DETAIL GUIDE

- A. The Report Detail Guide shall list common offenses and identify the organizational units responsible for investigating formal police reports regarding the offenses and any additional unit or agencies to which copies of such reports must be distributed.
- B. The main purpose of the Report Detail Guide shall be to provide instructions for the Report Reproducing Desk regarding the distribution (detailing) of reports to investigating units.
- C. In the event that a report is detailed in error or investigation reveals that another unit should conduct the investigation, the report shall be transferred to the appropriate unit designated in the Report Detail Guide.
- D. The Report Detail Guide may be consulted to determine the most appropriate unit to receive correspondence regarding offenses and less formal reports that do not need to be duplicated.

V. MAINTENANCE OF REPORT DETAIL GUIDE

The Bureau of Investigation Commander shall:

- A. Ensure that the Report Detail Guide is revised as necessary and submit the revision through channels to the Chief of Police for approval.

B. Ensure that approved revisions of the Report Detail Guide are made and copies distributed to the following units and commanders:

1. Chief of Police
2. Deputy Chief of each Bureau
3. Criminal Investigation Division Commander
4. Area Investigation Unit Commanders
5. Records Division, Report Reproducing Desk
6. Traffic Operations Commander
7. Traffic Investigations Unit Supervisor
8. Youth and Community Services Division Commander
9. Records Division Manager
10. Research and Planning Division Manager

By order of

Richard L. Word
Chief of Police