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	Review and Correction of Incident Reports		Page 1 of 2
	Issued By: Chief Michael Cox		
Effective: 11/13/1998	Updated: 01/27/2017		
Last Reviewed: 05/19/2021		CALEA Standards	

## I. PURPOSE



The purpose of this order is to establish and describe procedures for the review and correction of incidents reports.

## II. POLICY

The writing of police reports is an essential part of a law enforcement officer's job. The quality of a report reflects not only on the officer, but the entire department. Department personnel are to devote appropriate attention to the completion of their reports. It is the policy of this department to correct errors in police reports in a timely manner.

## III. INITIAL REVIEW OF INCIDENT REPORTS

- A. All incident reports completed by department personnel will be submitted to an appropriate supervisor for review. Supervisors will review reports generated by personnel on their shift, or in their section.
- B. All incident reports submitted will be carefully reviewed and checked for the following:
  1. All elements of a crime are specifically addressed.
  2. Criminal investigation procedures were documented.
  3. Department policy and procedures were adhered to.
  4. Compliance with Department Report Writing Guide format.
  5. Proper classification.
  6. Completeness.
  7. Grammar and spelling.
  8. Clarity.
  9. Legibility.
- C. Incident reports found without error and containing the required elements, will be approved and forwarded to the appropriate section for follow-up.

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- D. All reports involving the use of force (deadly, less-lethal, vehicle pursuits, and high-risk traffic stops) will be reviewed by command personnel prior to the end of the officer's shift.
- E. Incident reports containing errors or shortcomings will be corrected prior to further processing.
  - 1. Supervisors observing repetitive errors by the same individual shall take corrective action.
  - 2. Incident reports containing errors which need to be corrected, but that do not require detective section follow-up, will have a note attached to them explaining the error(s). The report will be returned for correction, prior to classification and processing.
    - a. Department personnel will complete/correct reports before beginning their next assignment.
    - b. Department personnel will return their reports promptly to Command via the shift review folder in CLEMIS.
    - c. If the department employee who wrote the report is on extended leave (e.g. vacation, leave of absence, FMLA, etc.), Command will correct the error and add a supplemental report with explanation. If the supervisor cannot correct the error, the original report will be forwarded to the reviewer with an explanation. A copy will be retained for correction upon the employee's return.
  - 3. Criminal incident reports containing errors for cases requiring immediate detective section follow-up (serious assaults, robberies, significant B&Es, etc.), will be handled according to the following procedure:
    - a. The supervisor will determine the necessity of immediately correcting the report. If necessary and the department employee is not on duty, they will be called in to make the necessary correction.
    - b. If not immediately necessary, the report will be classified and forwarded to the Detective Section for follow-up. An email will be sent to the employee advising them of the error(s) needing prompt correction.
  - 4. Detective section supervisors who identify errors that need to be corrected by the author of that report will contact that officer's supervisor, advising of the error(s).