



<b>SUBJECT: Review and Maintenance of Reports</b>	<b>POLICY NO: 602.1 -602.5</b>
<b>DISTRIBUTION: Patrol and Administration</b>	<b>NO. PAGES: 4</b>
<b>EFFECTIVE DATE: September 6, 2019</b> <b>REVISION DATE: September 6, 2020</b>	
<b>SPECIAL INSTRUCTIONS: None</b>	

**602.1 PURPOSE:**

The purpose of this Policy is to establish guidelines for the preparation and review of all reports.

**602.2 POLICY:**

It is the policy of this office to ensure that all reports are accurate, complete and submitted in a timely manner.


**602.3 DEFINITIONS:**

- Pat – No Rpt Req. – (No Report)
- Pat – RPT Req – (Report Required)
- Pat – REC Rpt Sub – (Report Submitted to Records)

**602.4 PROCEDURE:**

**A. Officer Responsibilities:**

1. Reports involving felonies, significant events or major traffic accidents must be prepared as soon as possible and must contain sufficient information to prepare an appropriate media release and permit a comprehensive briefing to the entire chain of command, up to and including the Sheriff.
2. Reports must be prepared and submitted for review in a timely manner.
3. Reports must be reviewed by a Sergeant or supervisor designate.
4. A report shell will be created prior to end of shift for all reports that require a written report.

Approved:   
Leon N. Wilmot, Sheriff  
Date: September 22, 2019

5. Each officer is responsible for ensuring at each call for service that requires a report, he/she completes the report in accordance with policy. Failure will result in disciplinary action.

**B. Supervisor Responsibilities.**


1. Review all calls for service taken during the shift annotating the appropriate review level in LERMS.
2. After reviewing the report in Mobile and submitting it to records supervisors will annotate the appropriate review level in LERMS
3. Each supervisor is responsible for ensuring that each call for service generated during their shift by their squad complies with this policy. Failure will result in disciplinary action.
4. Supervisors will ensure all officers adhere to the deadlines for report submission in accordance with this policy.

**C. Case Disposition:**

1. Civil Traffic stops (Warnings, Repair Orders, Citations) and calls for service in which the responding officer has no contact with any person(s) or noted suspicious activity can close the call as “No Report”.
2. Calls for service in which the responding officer is able to gather information and there is no action required can be closed as an Incident Synopsis
3. All other calls for service will be closed as a Case Report
4. Supervisors have the authority to close a call for service at a higher level than indicated here.

**D. Deadlines for Submitting Reports:**

1. All felony “in custody” reports will be submitted and reviewed by a supervisor before an officer goes off duty at the end of the shift.
2. All non-felony “in custody” reports where no citation was issued and the case is being referred to the County Attorney’s Office for review, will be submitted and reviewed by a supervisor before an officer goes off duty.
3. All non-felony “in custody” reports where a citation was issued with the booking forms will be submitted to a supervisor for review no later than two (2) working days from the date the report was taken by the officer.
4. All juvenile “in custody” reports will be submitted to a supervisor for review before the officer goes off duty.
5. All other YCSO Case reports will be submitted to a supervisor for review no later than two (2) working days from the date of the report.

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- 6. All non-injury and minor traffic collision reports will be submitted to a supervisor for review no later than two (2) working days from the date of the report.
- 7. All traffic collisions involving major injury or death will be submitted to a supervisor for review no later than five (5) working days from the date of the collision.
- 8. All other reports not specifically listed above will be submitted to a supervisor for review no later than two (2) working days from the date of the report.
- 9. All supplemental reports will be submitted as directed by the officer's supervisor.

**E. Supplemental Reports:**

If an officer receives a Declination, Scientific Evaluation Record (SER), or follow-up request they will prepare a supplemental report and submit the report in accordance with the guidelines set forth in this policy.

**F. Report Review:**


All attachments for completed reports will be submitted to records by the on duty supervisor at the beginning of the records office work day.

**G. Rejected Reports**

Supervisors will daily review the report queue in order to see any reports that have been rejected. All rejected reports will be fixed and re-submitted prior to the end of shift.

**602.5 AMENDMENT:**

This policy is subject to amendment, revision and/or rescission as required

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