

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL:

POLICE

Subject: REPORT ACCOUNTABILITY

INTRODUCTION

The Barstow Police Department requires that all reports prepared by members of the Department be accounted for from the time of assignment of the report number to the conclusion of the investigative process and entry into the record filing system. To consistently locate any report at any time to obtain details or to update, supplement or correct necessary information, the Department has adopted the following procedure.

PROCEDURE

1. Assignment of Report Numbers

a. To be entered in the C.R. Log and Booking Log, as applicable, by the Dispatcher at the time the assigned Officer requests a report number.

b. The following information regarding the incident or offense shall be entered in the appropriate log.

- (1) Report number (unless log is prenumbered)
- (2) Name of victim/reporting person/arrested person, as applicable
- (3) Type of offense or incident, as applicable
- (4) Location of offense
- (5) Date
- (6) Name of assigned officer
- (7) Initials of Dispatcher assigning the call

2. Officer Completion of Assigned Report or Incident

a. Reports shall be completed during the normal tour of assigned duty. Exceptions must be approved by the Watch Commander in advance.

b. All reports shall normally be completed on a daily basis. Any exception to this procedure shall only be with the prior approval of the shift Sergeant. In all cases, Officers will have all reports completed prior to going on days off, vacation, schools, or shift changes.

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- c. All felony crimes and those misdemeanors that must be reported to the Department of Justice or other outside agency (i.e., school district, Child Protective Services, Alcoholic Beverage Control) shall be documented on a CR-1 form. There shall be no exception without prior approval of the Watch Commander.
- d. Watch Commanders shall keep current on officers report activity, and regulate manpower in such a way as to allow various officers time to complete reports.

3. Report Review Process

- a. All initial reports, including bookings, will be reviewed and approved by the Watch Commander within 24 hours of the time a report is assigned. In the event a Watch Commander is unavailable to approve reports originating on his shift, the Watch Commander of the next succeeding shift may approve such reports as to form. However, this shall not relieve the Watch Commander of the shift upon which the report originated from approving of the content of each report.
- b. The C.R. and Booking Logs will be reviewed and updated daily by each Watch Commander.
- c. The C.R. and Booking Logs will contain:
 - (1) Date approved by supervisor
 - (2) Initials of approving supervisor
- d. All approved reports will be forwarded to Records personnel for completion of the report process.

4. Records Office Functions

- a. All reports received in the Records Office will be logged in the C.R. and Booking Logs as applicable.
- b. The appropriate log book will show the following information:
 - (1) Date processed by Records
 - (2) Initials of the clerk logging the report

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5. General

- a. *All reports will be listed in sequential order*
- b. *If 24 hours elapses between the time that a report number is issued and the report is not received by the Watch Commander, or the Records Office, the person noting the omission of the report will review the accountability records in order to locate the missing report.*
- c. *The Watch Commander on duty, upon noting or being notified of a missing report, shall have the report completed as soon as possible.*
- d. *The information contained in police reports is vital to investigating officers and must be promptly processed for proper distribution. Every person in the organization is responsible for submitting reports in a timely fashion and following this procedure which is designed to ensure availability of information.*

CITATIONS

1. *Each officer, including Community Service Officers, shall forward both the court copy and the Departmental copy of all citations written during each shift to the Watch Commander at the conclusion of the shift.*
2. *Within 24 hours following receipt of the aforementioned citations, each Watch Commander shall review each citation issued by his shift for accuracy, shall correct inaccurate citations as appropriate, and shall initial each citation.*
3. *Each Watch Commander shall initiate a Notice of Correction via the issuing officer for each incorrect citation submitted for approval. NOTE: It is not the responsibility of the clerical staff to check and correct work initiated and approved by trained Police Officers.*
4. *Approved citations shall be forwarded to the Records Division by each Watch Commander as soon as practical following the end of each shift but in no case more than 24 hours after the close of the shift upon which the citation was issued.*

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5. *Upon receipt of an approved citation, the Records Division shall record appropriate statistical data concerning the issuing officer and the violation cited.*
6. *The court copy of each citation shall be forwarded by the Records Division to the Municipal Court Clerk five court days after the date of issuance.*
7. *Officers are responsible for all citations assigned to them and shall be subject to monthly audit by the Record Division.*

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