

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL:

POLICE

Subject:

REPORTS AND RECORDS

INTRODUCTION

1. All sworn members of the Department in field-related duties should carry and maintain a personal notebook. In it they will record, at the time of an incident or as soon thereafter as possible, any information concerning the incident which the Officer deems appropriate.
2. Standard forms will be provided for most occasions, and a general form will be provided for matters not covered by specific forms. At the earliest possible moment, the Officer will fill out the proper forms, using information available in his notes and assure that the form is turned over to his Watch Commander for approval.
3. No records of any type will be available to the general public without the specific approval of the Chief of Police, nor shall any records or files be removed from the Department by any Officer without such approval. All members of the Department will observe such procedures as the Chief of Police may prescribe governing the reports and records.
4. Employees shall not duplicate any report or any portion of any report prepared by any member of this Department, including themselves, without approval of the Chief of Police or a designated representative thereof. All such duplications shall be recorded on an Authorization for Release of Information provided by the Records Division.
5. All reports prepared by this Department shall conform to provisions of the reporting policies specified in this manual.

Reference:

Effective Date

Revision No.

Section

March 01, 1988

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