



REPORT REVIEW

<i>Date of Issue</i> November 20, 2001	<i>General Order Number</i> 90-02
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<i>C.A.L.E.A.</i> 82.2.1	<i>Reference</i>

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I. PURPOSE

The purpose of this order is to provide an orderly system for the preparation and audit of official reports; to identify and correct inadequacies; and, to cause improvement in the quality, accuracy and timeliness of reporting. This order defines the procedures, authorities and responsibilities involved in the preparation, processing and review of official reports in the Iowa City Police Department.

II. POLICY

It is the policy of the Iowa City Police Department to achieve and maintain a high level of quality in documenting the circumstances and actions involved in official police activities. This objective is essential to the validity of police records; the support of criminal prosecution; and, the effectiveness of investigative analysis and evaluative efforts. This policy applies to all official reports regardless of report format or origin. While the majority of reports result from sworn officer action, the involvement of Community Service Officers, Emergency Communications Operators and other members in the reporting process is within the purview of this order.

III. DEFINITIONS

Report Review Officer - One of the duties assigned to the Sergeant of Planning and Research.

For the purpose of this order report refers to; report forms provided by the Department, traffic citations, charges, State Accident and Implied Consent forms, supplemental reports, and other reporting formats as determined by the Chief of Police or Designee. This includes the use of electronic forms approved by the Chief of Police.

IV. PROCEDURES

A report review function has been established in the Iowa City Police Department for the purpose of providing a central review and audit of official reports. The capture of data from reports for officer performance evaluation would tend to encourage individual interest in report quality improvement. The report review function is therefore redefined to incorporate responsibilities related to these systems and processes.

A major objective of the report review process is to promote uniformity in preparation, supervisory review, correction, evaluation and timely processing of reports among the different organizational components. While uniformity tends to equalize factors such as error correction and performance weighting, it is not intended to reduce the authority or flexibility of first line supervisors in their review and assessment of reports; or, their actions to provide training to eliminate inconsistencies.

It is stressed that report review is a joint responsibility of all personnel involved in the reporting sequence, from initiating officer to supervisor, review officer and command staff. Review, correction, evaluation and training necessary to report quality should be conducted at every level and not considered a task solely for Records Section report review.

1) Reporting Officers

- a) To the extent possible officers are delegated the authority and responsibility for determining the nature and extent of police action necessary in each assigned activity.
- b) Officers shall complete reports for all classifications of calls as determined by the Report Review Officer, as directed by Departmental orders, as determined by a watch supervisor, or for incidents which a responding officer determines documentation is appropriate. Reports shall be concise, legible, and timely.
- c) Reports shall be completed on forms designated by the Report Review Officer or as designated in Departmental Orders. Report forms shall be completed to the extent possible and include mandatory fields and other relevant information.

- d) For all incidents requiring a report, the assigned officer shall submit to the Records Section, documentation detailing the circumstances associated with the incident, by the end of the officer's tour of duty. If the incident is one in which an incident report is not required, i.e. PAULA, a copy of the charge will serve as documentation. Incidents which require an incident or accident report, shall be completed at least to the extent that any supervisor can identify; the type of incident, date, time, location, victim and suspect. The assigned officer shall indicate on the submitted documentation that the incident is under investigation.

For incidents under investigation by the initial reporting officer, the officer shall complete the report as soon as practical. All reports shall be completed within 30 calendar days. Reports of investigations extending beyond 30 days require the approval of the Watch Commander on which the original incident occurred. Officers shall file an update report on all cases that extend beyond 30 days at intervals not exceeding 10 days. The Watch or Section Commander may waive the mandatory update reports by submitting in writing, notice to the Report Review Officer that the update reports have been waived. Where applicable, the person waiving the update report should include an anticipated date of completion.

- e) For incidents requiring follow-up investigation by the reporting or other officer, the originating officer shall complete required reports to the extent possible and submit a copy to the on duty watch commander. When an officer requests follow-up by another officer, the originating officer shall complete a follow up request sheet and attach it to a copy of the original report. The follow up request will be submitted to an on duty watch commander.
- f) Copies of all charges shall be submitted prior to the end of the officer's watch. Traffic Citations shall be submitted as determined by the Report Review Officer. All other charges shall be submitted to a watch supervisor for review. Officers shall submit a copy of all non-traffic charges to the ECO for docketing. (this includes juvenile charges)

2) Watch Supervisors

- a) Watch supervisors have the primary authority and responsibility to review and determine adequacy of subordinate reporting; to require correction or addition to reports when necessary; to delay report submission where justified; or require the completion of any report prior to the end of the reporting officers watch.
- b) Watch supervisors are responsible for timely report completion and submission, and for conducting or recommending personnel training required for improvement in reporting quality.

- c) A watch supervisor may withhold a report for cause. The supervisor holding the report shall submit in writing the reason for holding the report. I.e. incomplete, incorrect or illegible.

3) Report Review Officer

- a) The Report Review Officer is a function of the Sergeant of Planning and Research. The Report Review Officer is delegated the authority and responsibility to act on behalf of the Chief of Police in conducting a review of all police reports.
- b) The Report Review Officer is authorized to conduct detailed review of all police reports; to return unacceptable reports for correction; to monitor the status of the reporting process and recommend such action or training as required for improvement. The Report Review Officer shall maintain a record of all returned reports along with their final disposition.
- c) The Report Review Officer is responsible for timely processing of reports, coordination with supervisors and Department Staff on questions and improvement action; maintenance of such records and analytical data as required to support the review and related systems.

4) Report Review Procedures

- a) All reports will be assigned a number and be forwarded to a watch supervisor prior to the end of the watch during which the report was originated. Any delay in submission shall be approved by the respective watch supervisor, and a copy indicating the case is under investigation shall be submitted to Records.
- b) Watch supervisors shall review reports for completeness, accuracy and adequacy; and shall require necessary corrections or additions.
- c) The Report Review Officer or designee shall review submitted reports and ensure that all incidents requiring reports have been accounted for. Incident reports will be coordinated with the supervisor, Investigative Section, to determine feasibility of further investigative action. Copies of selected reports will be forwarded to investigations for action.
- d) The Report Review Officer or designee will examine each report to determine the adequacy of the report. Where correction or additional information is needed, the report will be returned to the responsible Watch Commander with a Revision Request form attached, specifying the nature of error, omission or clarification and a due date for return. The Watch Commander shall cause any correction to be made by the reporting officer.
 - I. Reports returned for clarification, correction or completion shall be completed and resubmitted within 10 working days. Reports requiring an extension shall be approved in writing by the Watch Commander of

the officer involved. Such extension shall indicate the reason, i.e. officer unavailable, along with an anticipated date of completion.

- e) The Report Review Officer or designee will ensure entries are logged and traffic citations entered into the traffic records system.
- f) The Report Review Officer or designee shall forward relevant reports to affected divisions or watches. He/she shall forward reports or classifications of reports to the Investigative Section as requested by the Investigations supervisor.
- g) Upon review by the Report Review Officer, reports shall be forwarded to the Records section for processing and filing.

Samuel Hargadine, Chief of Police

WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.