

Report Preparation

344.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

344.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

344.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

344.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

- (a) All arrests
- (b) All felony crimes
- (c) Non-Felony incidents involving threats or stalking behavior
- (d) Situations covered by separate policy. These include:
 1. Use of Force Policy
 2. Domestic Violence Policy

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3. Child Abuse Policy
4. Senior and Disability Victimization Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy

- (e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., dispatch log).

344.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

- (a) Anytime an officer points a firearm at any person
- (b) Any use of force against any person by a member of this department (see the Use of Force Policy)
- (c) Any firearm discharge (see the Firearms Policy)
- (d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)
- (e) Any found property or found evidence as outlined in Operational Directive 2008-48
- (f) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)
- (g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy
- (h) All protective custody detentions
- (i) Suspicious incidents that may place the public or others at risk
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

344.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigations Policy. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

- (a) Sudden or accidental deaths.
- (b) Suicides.
- (c) Homicide or suspected homicide.

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- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

344.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

344.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose
- (b) Attempted suicide
- (c) The injury is major/serious, whereas death could result
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

344.2.6 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Records Center shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

344.2.7 ALTERNATE REPORTING FOR VICTIMS

Reports that may be submitted by the public via online or other self-completed reporting processes include:

- (a) Lost property.
- (b) Misdemeanor thefts of property, other than firearms or materials that threaten public safety, when there is no suspect information, serial number or ability to trace the item.
 - 1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.
- (c) Misdemeanor vandalism with no suspect information and no hate crime implications.
- (d) Vehicle burglaries with no suspect information or evidence.
- (e) Stolen vehicle attempts with no suspect information or evidence.
- (f) Annoying telephone calls with no suspect information.
- (g) Identity theft without an identifiable suspect.

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- (h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.
- (i) Hit-and-run vehicle collisions with no suspect or suspect vehicle.
- (j) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).

344.3 RIMS REPORT WRITING, REVIEW, AND APPROVAL PROCEDURES

Original Case Procedures:

- (a) Dispatch will issue all case numbers and will obtain a Case Notes Worksheet for each case, completing the following sections:
 - (a) Officer's Name
 - (b) Case Number
 - (c) Date Issued
 - (d) Offense
- (b) Dispatch will provide a Temporary Case Folder with the Case Notes Worksheet and all other pertinent documents (criminal history, CLETS printouts, etc.) to the officer or employee responsible for completing the report.
- (c) The officer or employee completing the report will obtain the Case Notes Worksheet and Temporary Case Folder from Dispatch.
- (d) The officer or employee completing the report will make all necessary data entry into RIMS and complete the report narrative. Once complete, the reporting employee will finalize the Case Notes Worksheet and submit it to the sergeant or supervisor, along with the Temporary Case Folder.

Sergeant Responsibility

1. The supervisor selects the Approve Cases button to display the Approval log. The supervisor will double click on the case that needs reviewing.
2. Supervisors will look at page 1 to ensure the date, time, report type, location and charges boxes are filled in and will then click into the Narrative tab to read the case. If there are no changes for the narrative, the supervisor will enter his employee number and the date and then click OK to exit the narrative tab.
3. Supervisors then check all other tabs in the case to ensure proper completion.
4. On Page 1, supervisors then fill out the following boxes: Solvability Factors/MO, Status, Dispo, and Date.
5. Supervisors will review the contents of the Temporary Case Folder, including the Case Notes Worksheet, along with all electronic documents already in the RIMS report, to ensure all necessary documents have been included in the case.

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6. Supervisors will then go to the Officers tab to enter their employee number in the Approving Officer box along with the date of review. They will also fill in the Routing box, but will leave the date blank. If the case is not being routed anywhere, they will type "NONE".
7. At this point, a supervisor will click OK. A screen will display that will allow a supervisor to approve the case. It also allows the option to create an entry in the Investigations or Officer Investigations logs for follow-up if one is needed.
8. Once the supervisor approves the full report (electronic components and Temporary Case Folder documents), the supervisor will sign and date the Case Notes Worksheet and turn in the Temporary Case Folder to Dispatch.
9. Supervisors shall check the status of their assigned officers' follow up cases on a weekly basis to ensure they are being completed.
10. On a daily basis, supervisors shall check the Case Approval log for any reports that had been returned to officers and are again ready for review. The standard report review guidelines listed above should be followed. If returned cases are still outstanding, the supervisor should communicate with the employee to prompt the report's completion.

Dispatch Responsibility

- (a) Issuance of all case numbers.
- (b) Generate a Temporary Case Folder and Case Notes Worksheet each time a case number is issued.
- (c) Attach any pertinent CLETS inquiries and returns directly into the RIMS case (i.e. Drivers licenses, vehicle registrations, warrant abstracts, etc.).
- (d) Complete any CLETS entries. Print the entry and then stamp, date and initial it. Include the entry in the Temporary Case Folder and indicate on the Case Notes Worksheet that you completed the CLETS entry. Make sure any other Dispatch generated documents are placed into the Temporary Case Folder.
- (e) After a supervisor has approved the report and returns it to Dispatch, Dispatch will scan all forms inside the Temporary Case Folder into the case and will then sign and date the Case Notes Worksheet indicating scanning completion. If there is a CLETS entry needing a second party check, the dispatcher will complete the second party check, date and initial it, and then scan the CLETS entry into the case. If a dispatcher receives a folder that has a CLETS entry in it that she/he entered, then the dispatcher will forward it to her/his relief. *Under no circumstance should a CLETS entry be attached to a case until the second party check is completed*. This pertains to entries only. Cancels, modifies, clears, BOLO's do not require a second party check and can be directly attached to the RIMS case.
- (f) Place the Temporary Case Folder in the designated location for Records personnel to obtain.

Officer Responsibility

- (a) Request a case number from Dispatch

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- (b) Obtain the Temporary Case Folder, including the Case Notes Worksheet, from Dispatch.
- (c) Record all associated paperwork (citations, Admin Per Se forms, signed Evidence/Property Sheets, 72-hour Mental Health Detention Forms, CHP 180 forms, etc.) on the Case Notes Worksheet.
- (d) Prior to starting the report, confirm the case is assigned to you by clicking on the Officers tab to ensure your ID number is displayed in the Prepared By field. You should also confirm you are writing the report under the correct case.
- (e) Complete all tabs in the case as needed. Persons involved in the case should have their master name record updated with any new information such as address/phone numbers. Officers should refer to their 'RIMS Report Entry Guidelines' for specific instruction on how to complete each section of the case.
- (f) Complete the report narrative in RIMS or Word then copy and paste into the RIMS case, if applicable.
- (g) To complete the report and forward it to the Case Approval Log, check the 'Completed' box in the Narrative tab. Then click to Page 1 and check the 'Turned In' box.
- (h) Submit the Temporary Case Folder with all documents (including the Case Notes Worksheet) to the on duty supervisor.

Records Responsibility

- (a) Obtain the Temporary Case Folders from Dispatch.
- (b) Ensure all documents have been scanned into the RIMS cases, scanning any that have not been including the Case Notes Worksheet.
- (c) Review the UCR-related portions of the case and prepare the cases to be routed to other agencies when appropriate.
- (d) Shred the Case Notes Worksheet and other documents inside the Temporary Case Folder once the case and documents (citations, Admin Per Se, Probable Cause Declarations, etc.) have been routed (unless the "Keep All Original Documents" box has been checked). *CHP 180 forms are not shredded until the owner comes in for a vehicle release. They are filed by month in the file cabinet in Records.*
- (e) Prepare follow up files when indicated (see section A.2.)

Supplemental Report Writing Procedure

A. Supplement Report Process

- (a) Supplement initiated by a call for service
 - (a) Dispatch will assign an officer to the call for service.
 - (b) Dispatch will complete a Supplemental Case Notes worksheet as outlined in Original Case Procedures and insert it into a Temporary Case Folder.
 - (c) Officers will obtain the Temporary Case Folder from Dispatch and will complete the RIMS case.

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- (d) Upon completion of the supplemental report narrative and the RIMS case, officers will send the report for review in the same manner as an original report.
- (b) Supplement initiated by supervisory review process
 - (a) When a sergeant reviews an original report, they will enter a disposition code indicating follow up as necessary.
 - (b) Supervisors will make a direct entry either in the Officer Case Investigation log or the Case Investigation log indicating the necessary follow-up or they will create the follow up entry during the Original Case Approval process (see section II.G).
 - (c) Records personnel will create a follow up folder by obtaining a Supplemental Case Notes worksheet along with a blue (patrol), green (investigations) or red (CSO) Temporary Case Folder.
 - (a) Records will write the officer's name, case number; date issued; offense; and checks the appropriate routing box (PP, PI, and PC) on the Supplemental Case Notes worksheet.
 - (b) After ensuring all original supporting documents are scanned and attached to the case, Records will then place these documents into the follow up folder, along with the Supplemental Case Notes worksheet.
 - (c) Records will create an entry in the Officer Case Investigation log or the Case Investigation log indicating a follow up folder was created.
 - (d) Records will distribute the follow up folder as follows: Patrol (PP) folders are placed in the officer's box, Investigations (PI) folders and CSO (PC) folders are forwarded to the Administrative Sergeant or Division Commander for assignment.
- (d) Upon completion of the supplemental report, officers will submit the supplement for supervisory approval in the same manner prescribed for original reports.
- (e) Sergeants will review the supplemental report in RIMS and the Case Notes Worksheet in the same manner prescribed for original reports.
- (f) Once the review is complete, supervisors will complete the disposition in the Officer Case Investigation or Case Investigation log and ensure it is removed from the employee's queue.

District Attorney - Request for Follow Up Investigation

- (a) The Records Unit receives the follow up request and creates a supplement in the RIMS case and adds to the Officer Case Investigation log.
- (b) The Records Unit provides the officer (via their in box) with a Temporary Case Folder containing the Supplemental Case Notes Worksheet and the District Attorney's request for further investigation form.
- (c) Upon completion of the follow up investigation, the officer will complete the supplemental report and submit it for review in the manner prescribed above.

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- (a) The District Attorney's further investigation form should be placed in the Temporary Case Folder.
- (d) Upon supplemental report review, the reviewing supervisor will follow the procedure prescribed for reviewing original reports.
- (e) Dispatch and Records personnel will process reviewed reports in the same manner as prescribed for original reports.

District Attorney - Decline to File Sheet

- (a) The Records Unit receives the District Attorney Decline to File sheet and creates a supplement in the RIMS case and adds to the Officer Case Investigation log.
- (b) The Records Unit provides the officer (via their in box) with a Temporary Case Folder containing a Supplemental Case Notes Worksheet and the District Attorney's Decline to File sheet. Then emails the Decline to File sheet to CSO group if there is a request for evidence.
- (c) Upon receipt of the Decline to File sheet, the officer will notify the victim that the case was declined.
 - (a) If notification is done by letter, the original letter will be placed in the Temporary Case Folder.
 - (b) The District Attorney's Decline to File sheet will be placed in the Temporary Case Folder.
- (d) In the RIMS case narrative, the officer will type, "The District Attorney's Office declined to file this case. The victim was notified by phone/letter".
- (e) Upon completion, officers will forward the Temporary Case Folder and RIMS supplemental report to the supervisor as prescribed in this directive.
- (f) Upon supplemental report review, the reviewing supervisor will follow the procedure prescribed for reviewing original reports.
 - (a) Supervisors will complete the disposition in the Officer Investigation Log or Case Investigation Log and remove it from the employee's queue.
- (g) Dispatch and Records personnel will process reviewed reports in the same manner as prescribed for original reports.
- (h) If a letter is contained in the Temporary Case Folder, Records is responsible for mailing the letter after it has been scanned.

Warrant Arrest Report Procedure:

A. Warrant Arrest Report Process – Booking

- (a) When an officer makes a warrant arrest, Dispatch will provide the arresting officer with either an original case number or a supplemental case number.
 - (a) A supplemental case number will be utilized in a warrant arrest in which the suspect has not been previously arrested in that case.

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- (b) A new case number will be issued when the suspect has already been arrested in the case in question or if it is outside agency's warrant.
- (c) In the event of multiple warrants, case number determination will be made by Dispatch for each warrant.
 - (a) If the arrestee has been previously arrested in all the cases associated with each warrant, a single new case number may be issued.
 - (b) If the arrestee has not been previously arrested in all the cases associated with each warrant, a supplemental case number must be given for those cases in which there was no previous arrest. A new case number must be given for the warrant(s) in which a previous arrest of the suspect has occurred.
- (d) Example: A suspect has a warrant for failure to appear for a charge he/she was previously arrested. A new case number would then be issued.
- (b) Dispatch will provide the officer with the Temporary Case Folder containing the Case Notes Worksheet and any associated documents.
- (c) Officers will obtain the Temporary Case Folder from Dispatch and complete the RIMS case. A narrative must be entered in the RIMS case.
- (d) Upon report completion, officers will forward the report to a supervisor in the same manner prescribed for original reports.
- (e) Upon report review, the reviewing supervisor will follow the procedure prescribed for original reports.
- (f) Dispatch and Records personnel will process the reviewed reports in the same manner prescribed for original reports.

B. Warrant Arrest Report Process – Cite And Release:

- (a) When an officer makes a warrant arrest, Dispatch will provide the arresting officer with either an original case number or a supplemental case number.
 - (a) A supplemental case number will be utilized in a warrant arrest in which the suspect has not previously been arrested in that case.
 - (b) A new case number will be issued when the suspect has already been arrested in the case in question.
 - (c) In the event of multiple warrants, case number determination will be made by Dispatch for each warrant.
 - (a) If the arrestee has been previously arrested in all the cases associated with each warrant, a single new case number may be issued.
 - (b) If the arrestee has not been previously arrested in all the cases associated with each warrant, a supplemental case number must be given for those cases in which there was no previous arrest. A new case number must be given for the warrant(s) in which a previous arrest of the suspect had occurred.

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- (b) If the arrestee is to be cited and released on the warrant, the officer will indicate on the citation the report number provided by Dispatch.
 - (a) In the event of multiple warrants requiring more than one case number, multiple case numbers may be listed on a single citation.
 - (b) A continuation citation may be utilized if citing and releasing on more than one warrant.
 - (c) A different citation will be needed for each warrant in which there is more than one court date or more than one court location.
- (c) Dispatch will generate a Temporary Case Folder containing the Case Notes Worksheet and any documents for each case number.
- (d) Officers will obtain the Temporary Case Folder from Dispatch and completed the RIMS case. A narrative must be entered in RIMS case.
- (e) Upon report completion, officers will forward the report to a supervisor in the same manner prescribed for original reports.
- (f) Upon report review, the reviewing supervisor will follow the procedure prescribed for reviewing original reports.
- (g) Dispatch and Records personnel will process reviewed reports in the same manner as prescribed for original reports.

Accident Report Procedure

A. Collisions Requiring a CHP 555 Form:

- (a) When dispatched to a report of a collision, officers should advise Dispatch of the need for a case number as soon as they know a report will be taken.
 - (a) Requesting a case number or advising Dispatch that a case number will be needed prior to requesting vehicle registration and drivers license checks will allow Dispatch to attach those queries to the report more efficiently.
 - (b) Dispatch is responsible for adding all person names and vehicle plates into the CAD incident, and attaching all CLETS queries to the RIMS case when they are given by the officer on scene.
- (b) After a case number is requested and issued, Dispatch will create a Temporary Case Folder and Case Notes Worksheet in the same manner prescribed for any other original report.
- (c) When officers complete an accident report in Crossroads, the CHP 555 page 1 and 2 will be completed. Page 3 should be completed if there are injuries, passengers or witnesses.
 - (a) In Crossroads, officers should also complete a 556 (narrative) and sketch and/or a factual diagram.
 - (b) Once the report has been completed it will be submitted for review.
- (d) After completing the collision in Crossroads, the officer will complete the page 1, page 2, Persons and Narrative tabs in the RIMS case.

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- (a) In the Narrative, the officer will write, "Refer to Crossroads report for narrative".
- (e) Upon report completion, officers will forward the report to the supervisor in the same manner as prescribed for original reports.
- (f) Upon report review, the reviewing supervisor will process the accident reporting the same manner as prescribed for original reports.
- (g) Dispatch and Records personnel will process reviewed accident reports in the same manner as prescribed for original reports.
 - (a) Records must also make sure in Crossroads that the report is flagged either "Ok to Disseminate" or "Do No Disseminate" online, must print the full collision report out of Crossroads, and then attach that completed report to RIMS. Then they complete the RIMS Review process in the same manner as prescribed for original reports.

Property Damage Only (PDO) Collisions:

1. When dispatched to a report of a PDO collision, officers should advise Dispatch of the need for a case number as soon as they know a report will be taken.
 - (a) Requesting a case number or advising Dispatch that a case number will be needed prior to requesting vehicle registration and drivers license checks will allow Dispatch to attach those queries to the report more efficiently.
 - (b) Dispatch is responsible for attaching all CLETS queries to the RIMS case when given by an officer on scene.
2. After a case number is requested and issued, Dispatch will create a Temporary Case Folder and Case Notes Worksheet in the same manner as prescribed for an original report.
3. Officers will complete page 1 in the RIMS case and the Offense tab must show the code as DRACP (Drivers Report Accident- Private Property).
4. Officers will complete the page 1, page 2, and Narrative tabs in the RIMS case.
 - (a) In the Narrative, the officer will write, "Refer to Crossroads report for narrative".
5. Upon report completion in both RIMS and Crossroads, officers will forward the reports to a Supervisor in the same manner as prescribed for other original reports.
6. Supervisors will review the PDO report in the same manner as prescribed for all other reports.
7. Dispatch and Records personnel will process reviewed PDO reports in the same manner as prescribed for original reports.
 - (a) Records must also make sure in Crossroads that the report is flagged either "Ok to Disseminate" or "Do No Disseminate" online, must print the full collision report out of Crossroads, and then attach that completed report to RIMS. Then they complete the RIMS Review process in the same manner as prescribed for original reports.

Division Commander Responsibility

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- (a) Operations Division Commander:
 - (a) Bi-weekly review of the Case Approval Log.
 - (b) Review the Officer Kickback Summary and Follow Up assignment status.
 - (c) When appropriate, ensure that cases of a confidential nature are “locked” and access is restricted to general employees.
- (b) Support / Special Services Division Commander:
 - (a) Will review the contents of the Temporary Case Folder, including the Case Notes Worksheet, along with all electronic documents in the RIMS report to ensure all necessary documents have been included in the case.
 - (b) Ensure proper routing of cases assigned to the Investigations Unit.
 - (c) Enter final disposition of closed cases and update Case Disposition Log.
 - (d) Review and approve reports written by Community Services Officers involving the disposition of firearms; review and assign reports written by CSO’s regarding the release and disposition of property; assign follow up cases to CSO’s in the Case Investigation Log for the Investigations Unit.
 - (e) Submit closed case files for both Investigations and CSO’s to the Records Unit for processing.
 - (f) When appropriate, ensure that cases of a confidential nature are locked and access is restricted to general employees.

344.4 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

344.4.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for department consistency.

344.4.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

344.5 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete the Items for Correction section in RIMS or complete a

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Report Correction form stating the reasons for rejection. The original report and the Items for Correction /Correction Form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

344.6 REPORT CHANGES OR ALTERATIONS

Reviewed reports that have not yet been submitted to the Records Center may be corrected or modified by the authoring officer with authorization from a supervisor. Reports that have been approved by a supervisor and submitted to the Records Center for final approval, filing, and/or distribution may be sent back by the Records Center to the authoring officer for correction.

Approved reports that have been released outside this department shall only be modified by a supplemental report.

344.7 USE OF LAPTOP COMPUTERS IN PATROL CARS

Red Bluff Police Department patrol cars are equipped with laptop computers for writing reports in the field whenever possible. The goal of the Department is maintain a visible patrol presence as much as possible. All officers are expected to type reports in the patrol car under the following conditions:

- (a) Patrol Officers are to complete police reports in the vehicle when the report narrative is no more than 1 to 1 1/2 pages in length.
- (b) Patrol officers are to complete all face sheets and other report forms in the field regardless of the length of the report narrative.
- (c) Significant and/or detailed reports that will be longer than 1 1/2 pages may be completed in the office.
- (d) Officers should select a safe location to complete reports, keeping in mind such things as lighting conditions, visibility of surroundings, avenues of approach, etc. Officers should periodically look up and view their surroundings. Officers should maintain good noise discipline and avoid unnecessary noise (loud radios, excessive use of the cell phone, etc) that may interfere with their ability to be aware of their surroundings.
- (e) Officers shall log their locations with Dispatch using the ten code; 10-7R. This may be done via the radio and/or cell phone.
- (f) Dispatchers are to log the report writing location using the 10-7R CAD Code, which will allow the location to appear on the Daily Log with an incident number assigned.

Sergeants are responsible to ensure that officers are complying with the Department's policy regarding the use of the computers in the patrol cars. Sergeants will be held accountable if the officers fail to comply with this policy.