

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO0015
SUBJECT: REPORT REVIEW AND CORRECTION PROCESS		
ISSUE DATE: July 5, 2000	REVISED: 7/16/04, 11/02/10, 5/14/13	AMENDS/RESCINDS: O2002 of Nov.6,1998
REVISION DATES CONTINUED:		DISTRIBUTION: A

I. POLICY:

The St. Joseph Police Department shall maintain a report review and correction process that ensures reports completed by members meet Department, City, and State requirements in accordance with the "Report Procedures" manual issued by this Department. The review of new reports is the responsibility of Patrol and Support Services Supervisors, Detective Supervisors, Field Training Officers, and Records personnel.

II. PROCEDURE:

All original reports must be reviewed and approved by a Supervisor as set forth below before final processing by Records:

A. Patrol Supervisors:

1. Patrol Captains and Sergeants are responsible for the initial report review to detect errors and/or omissions of investigative information, grammatical errors, and completeness of administrative information. A Supervisor shall put his/her name and DSN in the appropriate box on all reports he/she has reviewed, indicating that the report meets the specifications set forth in the "Report Procedures" manual issued by this Department. New reports are to be reviewed daily by Shift Supervisors.

a. **Correct Reports:** Original reports approved by Patrol Supervisors shall be forwarded to the Records Division. In order to avoid unnecessary delays in report processing, the reviewing supervisor should correct minor errors, when appropriate, and forward the corrected report to Records.

b. **Reports requiring corrective action by the reporting member:** When an error is observed that requires correction by the reporting member, the reviewing supervisor is responsible for notifying him/her of the deficiencies. The reporting member shall correct the errors and resubmit the report prior to his/her end of watch for further review.

B. Support Services Supervisors:

New reports generated by Tele-Serve personnel are to be reviewed and processed in the same manner as set forth for Patrol Supervisors (II.A.).

C. Detective Supervisors:

1. Detective Supervisors are responsible for the review of new reports made by Detectives, as well as reports received from Tele-Serve and the Patrol Division. New reports generated within the Detective Division shall be reviewed and processed in the same manner as set forth for Patrol Supervisors (II.A.). If a Detective Supervisor reviews a report from patrol or Tele-Serve personnel and finds that it contains errors in content or investigative technique(s), he/she shall process such report(s) as follows:
 - a. **Patrol and Tele-Serve reports requiring corrective action by the reporting member:** The Detective Supervisor shall notify (when possible) the reporting member's supervisor of the error(s) and the report shall be reassigned for correction and review as stated above. The Supervisor reviewing the corrected report will be responsible for notifying Records of the error(s); and
 - b. **Patrol and Tele-Serve reports with errors in investigative content or technique:** These errors shall be brought to the attention of the supervisor of the reporting member to identify an apparent problem and/or training need.

D. Field Training Officers:

A Field Training Officer (FTO) is responsible for reviewing reports made by his/her trainee. The FTO shall advise the trainee of error(s) and shall assist him/her with appropriate corrections. The reviewing supervisor still retains the responsibility for final review and approval.

E. Records Personnel:

1. Records Division personnel shall review reports for errors and/or omissions in administrative information, when appropriate. Such additional review will ensure the correct processing of Department reports.
 - a. **Reports requiring corrective action:** When an error is discovered that must be corrected by a reporting member, the reviewing Records Division member shall return the report. The original report shall be forwarded back to a supervisor of the reporting member for correction. The report shall be reviewed a second time prior to being returned to the Records Division.

Chris Connally, Chief of Police

Date