

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>SUPERVISORY REVIEW AND DISTRIBUTION OF FIELD REPORTS</b>		
<b>POLICY AND PROCEDURE 4.2.1.20</b>		
<b>Effective Date:</b> 09/15/94	<b>Accreditation Standards:</b> CALEA 82.2.4 CFA 18.11M, 34.02	<b>Review Date:</b>

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### **1. REVIEW AND DISTRIBUTION OF FIELD REPORTS**

**PURPOSE:** To specify supervisory review of the field reports process.

**SCOPE:** This policy and procedure applies to all members having to complete field reports.

**REVIEW RESPONSIBILITY:** Records Manager

**POLICY:** This department mandates that supervisory review of field (case) reports should be a function of the first-line supervisor to ensure that police officer's assignments have been satisfactorily completed and reported. Supervisory review is required and the forms are designed for the signature of the reviewing supervisor.

### **1. REVIEW AND DISTRIBUTION OF FIELD REPORTS**

- a. Report review is delegated to Sergeants. This supervisory review is made to ensure completeness and accuracy of all reports submitted. Records Specialist will also review reports to ensure completeness and accountability. The Records Manager, or a designee, will ensure report accountability daily.
- b. All reports must be submitted to in a timely manner once reviewed.
- c. Any discrepancies noted on a report will cause the report to be returned via the supervisor to the originating officer for corrections.
- d. All reports must be returned to in a timely manner when corrected.
- e. If a report has not been received by the Records Section, a Missing Reports Memo will be completed by Records Manager and forwarded to the officer's supervisor for immediate submission and clarification. Records will maintain a suspense file for missing report notices and reports returned for corrections or clarification.
- f. The Records Section will control the availability and confidentiality of all reports and records in accordance with applicable State and Federal laws.
- g. The Records Section will maintain all records and distribute copies to authorized persons/agencies.
- h. All traffic crash reports completed by patrol/traffic officers are forwarded to Records after being reviewed by the appropriate Sergeant.
- i. All handwritten traffic citations shall be routed to the Records Section for entry into the records management system, and forwarding to the County Court.
- j. The Investigations Bureau copies of all reports shall be received by the appropriate supervisor(s) for review and possible follow-up investigation.
- k. Copies of reports involving juveniles are forwarded to the Community Involvement Unit (CIU) investigator for review. The CIU investigator will determine if the Youth Court program is applicable to the involved juvenile(s) and described event(s). The CIU investigator may determine if cases will be referred to the Division of Youth Services and/or State Attorney's Office.

1. Reports/information pertaining to City Hall (i.e. Fire Department, Public Works, Planning & Zoning, Recreation, etc.) shall be forwarded as needed.

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**RESPONSIBILITY INDEX**

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**APPROVED:**



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**Stephen J. Stepp**  
Chief of Police

03/10/2003  
**Date**