

PALM BEACH GARDENS POLICE DEPARTMENT		
STATUS OF REPORTS		
POLICY AND PROCEDURE 4.3.7.3		
Effective Date : 09/15/94	Accreditation Standards: CALEA 82.1.5, 82.2.4 CFA	Review Date:

CONTENTS

1. Control and Status of Reports System

2. Status of Reports and Detective Follow-up

PURPOSE: To establish guidelines used to account for the status of reports.

SCOPE: This policy and procedure applies to all.

REVIEW RESPONSIBILITY: Bureau Majors and Records Manager

POLICY: The Records Section has the responsibility of maintaining, routing, and managing all Department records. The Records Manager is considered the official custodian and will have the responsibility for the care of all documents as well as supervisory control of all documents

1. CONTROL AND STATUS OF REPORTS SYSTEM

- a. All original case reports and supplements are placed in the Records Management System (RMS) by case number by officers.
- b. Copies of reports may be forwarded to the Investigations Bureau (i.e., follow-up, etc.) upon review and approval of the officer's supervisor or Records Manager.
- c. Routinely, the Police Service Specialist or officer's supervisor may identify reports that are incomplete and may return them to the officer or officer's supervisor for corrections or further action.
- d. Reports for Part I mandatory and selected Part II mandatory offenses, and supplement(s)/narratives are input into the RMS.
- e. Reports are maintained and may be queried by location, type of incident, day, time of day, case number, master name index, and by stolen, found, recovered, and evidentiary property file.
- f. The master name file will include the following: business names identified from the crime; victims of crimes; suspects; persons arrested; persons issued criminal citations; accident related persons, registered vehicle owners, drivers, passengers, and victims; complainants; and witnesses of major incidents. Each business or person's name along with associated aliases is created as an individual record. Subsequent contacts are merged to the existing records. Information may be retrieved by query of an associated field.
- g. Name file records will display the case number and nature of contact with the department.
- h. Police Service Specialist will account for each reports status by means of a master activity log.
- i. The master activity log used by Records Section is designed to account for the status of all report/case numbers issued.
- j. All paperwork associated with an individual case report is maintained by the records section.
- k. Court dispositions are entered into RMS by Police Service Specialist. Cases may be queried by victim name or case number. This program will interact with the property and evidence section for the disposition of property.

1. As supplement reports are received by Records, the status is updated and the information is recorded in RMS.

2. STATUS OF REPORTS/DETECTIVE FOLLOW-UP

- a. Case reports are reviewed by Investigations Bureau supervisors.
- b. Those cases meeting the criteria may be assigned to a detective.
- c. The status of individual cases and the detectives assigned to such case(s) are tracked through the department computer system.
- d. The computer keeps track of:
 - i. Case assignment date.
 - ii. Detective assigned.
 - iii. Disposition.
 - iv. Whether active or not.
 - v. Type of crime.
 - vi. Other information appropriate by supervisory authority.

INDEX AS:

- STATUS OF REPORTS

RESPONSIBILITY INDEX

- SERGEANTS
- OFFICERS
- DETECTIVES
- POLICE SERVICE SPECIALIST

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APPROVED:



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