INTEROFFICE CORRESPONDENCE

TO: All Sworn TPD Personnel

FROM: Chief Chuck Jordan, CHF

DATE: November 1, 2010

SUBJECT: Department Order 2010-06

The timely completion and approval of accurate police reports is a basic function of all law enforcement agencies. Reports remaining on the server delay the administration of criminal justice, impede the work of investigators, and prevent citizens from gaining access to information. Too, the correction of errors in approved reports consume many hours of civilian staff time and are a waste of scarce resources.

Effective immediately, all Incident, Collision, and Field Interview reports shall be completed and approved by a supervisor before the officer creating the report completes his or her shift.

Exceptions to this rule for Incident report completion shall only be made by a Shift Commander. Exceptions for Collision and Field Interview reports may be made by a Supervisor. A deadline shall be established for report completion and approval no later than the officer's next shift.

When completing and approving reports, officers and supervisors shall not ignore warning screens displayed by our wireless reporting system. Personnel shall correct errors identified by the warning.

Attached to this document is a list of duties to be performed by officers and supervisors. Personnel shall perform these actions during each shift.

Ethics ▪ Character ▪ Integrity ▪ Leadership

VisionTek Report Module Daily Maintenance

Officers Daily

1. Each work day, Officers shall open **INCIDENTS, FIELD INTERVIEWS** and **COLLISIONS** and hit the '**retrieve list of officers' reports'** button. This will display a list of all the officer's reports in any status.

2. The status of ALL REPORTS should be '**Approved**.' For any other status, the officer needs to take all necessary steps to get the report approved.

For instance, if it's **'Disapproved'**, the officer has something to correct.

If it is **'Done,'** the officer needs to tell a supervisor they have a report to be **approved**.

If it is **'Open,'** the officer needs to **retrieve the report and correct the problem so the report can be sent back as 'Done.'**

Supervisors Daily

Every day, <u>supervisors</u> shall:

1. Open **INCIDENTS, FIELD INTERVIEWS and COLLISIONS** and hit the button **'search for reports on the server.'**

2. Then scan the list of **'Done,' 'Disapproved' and 'Open'** reports to ensure their officers don't have reports that need attention.

If there are any reports in the above category, the supervisor shall contact the officer and make arrangements for getting the report corrected, **or, in the case of a 'Done' report, simply getting it approved.**