



INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 23, 2005

SUBJECT: Departmental Order 2005-05, *Police Report Submission*

Upon completion of police reports, officers will submit the report to a supervisor for approval. If the report was completed on a Mobile Data Computer (MDC) it will be submitted electronically for approval. If the report was completed by hand it will be submitted directly to the supervisor.

A field supervisor will review submitted reports, verifying that all necessary information is included. The review is made to ensure completeness, legibility, and accuracy.

If the report is unsatisfactory, insufficient or if additional information is necessary the reviewing supervisor will return the report to the reporting officer for completion.

When the supervisor approves the report, he/she will either initial or sign it to document their approval and forward it to the Records Section of the Information and Technical Services Division for processing and storage.

DDB:ss