

Atascadero Police Department
Standard Operating Procedure
Assigned Supplemental Reports
Section #13

Date Issued 4-1-13	Date Effective 4-1-13	Date Last Revised November 1, 2014	Due for Review November 1, 2015	Revision No. 3	Page 1 of 2
------------------------------	---------------------------------	--	--	--------------------------	-----------------------

Statement of Purpose:

This procedure outlines the protocol for assigning and tracking supplemental reports that are assigned to officers assigned to patrol.

General Procedures:

Supervisor:

- A sworn supervisor should review the original crime report for content and status and approve if appropriate.

- If the report status is Open, Return to reporting officer for follow up, the supervisor should determine if the report should be returned to the officer or forwarded to Detectives for additional follow up.

- If the report is approved for a patrol officer follow up the supervisor will:
 - Select the “Approve” box in the Report Management Action page
 - -Select the “Apply” box in the “Assign Tp:” section, below the green Report Management Actions bar.
 - Enter the follow up officer’s ID Number and leave the “Action” as the default “Assign.”
 - -Click the “Save” button on the bottom of the window and the report will be transferred from the review portion of your dashboard to the assigned portion of the follow up officer’s dashboard.

This Standard Operating Procedure was approved and distributed for training by:



Joe Allen
Commander



Jerel Haley,
Chief of Police

Attachments: