

BERKELEY POLICE DEPARTMENT

DATE ISSUED: August 9, 1991

GENERAL ORDER R-36

SUBJECT: REPORT FOLLOW-UP SYSTEM

PURPOSE

- 1 - The Report Follow-up System (RFS) is a major component in the report writing, review and editing responsibilities of the Berkeley Police Department. It serves many purposes, including:
 - (a) To remind officers who are actively working on cases that a follow-up is due
 - (b) To document all Report Review Indicators (RRIs) issued to officers, either by Supervisors/Inspectors (for some type of needed correction), or by the Report Review (RR) Unit (for needed correction or initial reports not received).
 - (c) To serve as a notice when a follow-up supplemental is overdue.
 - (d) To provide a tracking system for compliance with follow-up responsibilities.
 - (e) To provide a reference list/history of follow-ups by officer or Team/Detail for supervisors to use for evaluation and training purposes, if desired.

POLICY

- 2 - The Report Follow-Up System is needed to insure that proper investigative techniques and report writing procedures mandated by State statutes and Departmental policies are followed. As such, all employees who have cause to document a matter, which has been assigned a report case number, shall be aware of the Report Follow-Up System, how it applies to the report that is written, and how to "correct or clear" a follow-up indicator or notice.
- 3 - The report writing function is a cornerstone of any police department. It must be approached with high expectations and addressed in a professional manner. In the Berkeley Police Department, this function is a cooperative effort involving the Report Writer, the reviewing Supervisor, and the Report Follow-Up System, as administered by the Report Review Unit **of the Report Management System**.
- 4 - All reports, whether initial or supplemental, are to be submitted to a Supervisor for review as to acceptability.
- 5 - All Supervisors are to insure that any report written by an employee under their supervision is reviewed for acceptability, is signed and dated by the Supervisor, and routed properly.

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- 6 - No more than three (3) RRI's in succession will be permissible on any case. If the required report is not received by the due date on the third notice, a Personnel Complaint will be issued on a "Non-Response" form through the Report Review Unit.

PROCEDURES

7 - Report Status: Follow-Up (FU)

As defined in General Order R-31, the Report Status of "Follow-up" shall apply to cases under active investigation. Follow-up reports shall be submitted in accordance with the below listed schedule:

- (a) The initial follow-up report for felony and misdemeanor cases shall be seven (7) calendar days for Patrol Division personnel, and fourteen (14) calendar days for Detective Division personnel.
- (b) Adult Missing Persons: Responsibility for follow-up by the assigned officer will require re-contact within 24 hours of the initial report and a second follow-up by the assigned officer within seven (7) days. If the adult missing person has not been located by the second follow-up, then the investigation shall be reassigned to the Homicide Detail.
 - (1) If the assigned officer is scheduled for days off for the first follow-up, the follow-up shall be assigned to an appropriate Patrol Team. Patrol Team Supervisors shall insure that the follow-up is assigned to one of their Team personnel for re-contact and writing of the follow-up supplemental.
- (c) Juvenile Missing Person/Runaway Cases: Follow-up by the assigned officer is due within one day (24 hours) of the initial report. If the juvenile missing person/runaway has not been located during the one day (24 hours) follow-up, then the investigation shall be reassigned to the Youth Services **Detail**.
 - (1) If the assigned officer is scheduled for days off for that one day follow-up, the follow-up shall be assigned to an appropriate Patrol Team. Patrol Team Supervisors shall insure that the follow-up is assigned to one of their Team personnel for re-contact and writing of the follow-up supplemental.

8 - Patrol Division Follow-Ups

Follow-up investigation responsibility for cases that rest solely with the Patrol Division are defined in General Order D-2.

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9 - Detective Division Follow-Ups

Follow-up investigation responsibility for Detective Division Details are defined in General Order D-2.

DEFINITIONS AND SPECIAL INSTRUCTIONS

10 - "Black Box"

The secured wood box, painted black, located opposite the main elevator atop the Team Mailboxes. All in-custody reports (adult or juvenile, physically booked or cite-released) **along with appropriate citations** are placed in this box AFTER being reviewed and signed off as acceptable by a Supervisor.

11 - "Follow-up Box"

A file box located in the Report Review Office, which contains a file of all active Report Review Indicators (RRIs) in case number order.

12 - Non-Response Form

As part of the Report Review process, an employee can receive no more than three (3) follow-up notices in succession on a single case. This form serves to summarize those follow-ups and constitutes a formal personnel complaint against the involved employee. This form is issued through the Report Review Unit.

13 - "Report Follow-up System" (RFS)

Refers to the computer database program into which all issued RRIs and any cases requiring follow-up work by Patrol personnel are placed. All supervisors may view this program through RMS terminals. Addition/deletion/editing of entries is the sole responsibility of the Report Review Unit Supervisor and those authorized by the Unit Supervisor.

14 - "Report Follow-up System" Printouts

These are documents that lists FUs which are due/overdue and those cases where no paper was received in RR. The screen mask and printouts may come in different configurations. The headings will maintain the same definitions when used, however. A brief explanation follows:

- (a) TEAM: The Patrol Team/Detail designation ("1 through 7" for the Patrol Teams; "8" for Animal Control personnel, "99" for any employee not **on a Patrol Team**).
- (b) BADGE #: The badge number of the employee assigned the follow-up (27, S-8, 320, 604, etc.); "CIV" for any employee w/o a badge or radio

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number.

- (c) CASE #: The file number assigned to the police report. **It is written without hyphen (e.g. 9102134).**
- (d) DUE DATE: The most recent date the report/supplemental is due based upon RRIs issued. **The date is written year, month, day (e.g. 910727).** When the follow-up has been corrected, this column will have one of several possible abbreviations such as: CLRD, COPY, IRNR, WRNG, etc. (Refer to NOTES below for definitions/full list).
- (e) SUPERVISOR: The Supervisor's badge number of the employee listed under "BADGE #" (first three letters of last name if no badge number).
- (f) NATCOD: The RMS National Code (classification) for the crime/incident under investigation; the most common ones you will see include:

"290000" - 601 Runaway; "420200" - The Cop's; "470101" - Missing Person-Adult, etc.).
- (g) STATUS: Status of the case only as it pertains to the Report Follow-Up System" (computer). ("P" - Pending; "C" - Closed; "N" - New Follow-Up/See additional entry(ies) under same case number).
- (h) RRI Notice #1: The date when the first Report Review Indicator is issued.
- (i) RRI Notice #2: The date when the second Report Review Indicator is issued.
- (j) RRI Notice #3: The date when the third Report Review Indicator is issued.
- (k) RRI by: Identifying # of person issuing the latest RRI.
- (l) ENTRY DATE: The original report date on the case.
- (m) PRINT REPORT REVIEW INDICATOR (Y/N): This appears on the entry mask screen only, and is the command line for "sending" a RRI via "Electronic Mail" and a "printed" hard copy.
- (n) NOTES: A very simplified statement of what the follow-up is all about. Because of the space limitations of the present program, a series of abbreviations has been created to allow greater input of information.
 - (1) CLRD: Cleared.
 - (2) **CLRDL: Cleared late, pass the due date.**

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- (3) **CLRD XO: Cleared by an employee other than the assigned officer.**
- (4) COPLOG: Photocopy of an original document has been turned in by officer/employee and the case was logged in on Supervisor's Report Review Log.
- (5) COPY: Photocopy of an original document has been turned in by officer/employee.
- (6) IRNR: Initial report not received; **Has subsequently been turned in.**
- (7) **IRNRL: Initial report not received; Has subsequently been turned in late, pass the RRI due date.**
- (8) LOG: This case is listed on a Supervisor's Report Review Log as having been seen / reviewed.
- (9) MISF: Misfiled; the case report/supplemental was found, filed incorrectly by RR or other personnel.
- (10) M/P: Missing Person.
- (11) N/FU GOTO: A new follow-up (N/FU) has been set, and you need to go to (GOTO), the next screen entry for this case number for additional information.
- (12) NG: No good; the RRI is no good **or written in error.**
- (13) NO RPT-BOX: No report document has been received (lost, misplaced, or not done), an RRI has been issued and the face card and RRI (white copy) are in the Follow-Up Box.
- (14) OFF FU: Officer has set a follow-up, or a follow-up has been assigned by a supervisor or RR.
- (15) REC'D: Received; the report/supplemental has been turned in.
- (16) REWRIT: Rewrite; the report/supplemental was re-written by officer/employee.
- (17) REWLOG: The report/supplemental was re-written by the officer/employee and the original report was listed on a Supervisor's Report Review Log as having been seen/reviewed.
- (18) RRIX (Badge#/Initials)-BOX: Report Review Indicator (RRI) has been issued by (X), a Supervisor or RR (Supervisor's badge

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number or civilian employee's initials), and has placed in the Follow-Up Box (e.g., RRIXS25-BOX).

- (19) SUPP: Supplemental report.
- (20) T/#: Patrol Team designation (e.g., T/1 = Team 1; T/2 = Team 2, etc.).
- (21) X: Performed or done by (e.g., SUPPX120).
- (22) WRNG: Report/supplemental had a wrong case number on it.

15 - "Report Follow-up System"/Report Review Notice

The Report Review Notice serves as the "Report Review Indicator" for all matters involving the submission of supplementary information, as directed by the Report Review Unit or reviewing Supervisor. It serves as an indicator of those matters overdue, as well as a reminder of supplemental reports with approaching due dates. At the bottom or on the back of this notice is a copy of the appropriate system printout. It is issued by the Report Review Unit.

16 - "Report Follow-up System" Supervisor's Update

Is a companion document to the REPORT FOLLOW-UP SYSTEM/REPORT REVIEW NOTICE, furnishing the same information by Team/Detail to appropriate Supervisors. At the bottom or on the back of this notice is a copy of the appropriate system printout. It is issued by the Report Review Unit.

17 - Report Review Transfer Tray

The metal tray located opposite the main elevator immediately to the left of the Team mailboxes. All non-custody reports go here AFTER being reviewed and signed off as acceptable by a Supervisor.

18 - Report Review Indicator (or RRI)

An **8 1/2 x 11** form, layered, which provides an original (white) for Report Review Unit use, a Supervisor's copy (**yellow**), and an officer/employee copy (**pink**). It is issued when a correction is needed on a written report, or when an initial report has not reached the Report Review Unit office. RRIs are issued by Team or Unit Supervisors, Detective Bureau personnel, and Report Review Unit personnel.

19 - Supervisor's Log

This form is completed by all Supervisors who review reports for acceptability. At the bottom of the Log is a reminder that all Report Review Logs are to be placed into the "Black Box" immediately. Completion guidelines are to be as follows:

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- (a) CASE NUMBER - of report being reviewed.
- (b) TEAM - Team the report writer is assigned to.
- (c) OFC # - Badge number of report writer.
- (d) CASE OK'D - "X" box if case reviewed is acceptable.
- (e) INIT REPT - "X" box if the report reviewed is an initial report.
- (f) SUPP REPT - "X" box if the report reviewed is a supplemental report.
- (g) RRI - "X" box is the report that was not acceptable and a Report Review Indicator was sent out.
- (h) COMMENTS - Place any comments desired; **INCLUDE SUCH FACTS AS** any taped narrative to be transcribed (e.g., "tape/ narr"), reason(s) for RRI, positive notations also, etc.

Supervisors are reminded to complete all appropriate columns for each report entered.

20 - Team Report Trays

A seven-tiered metal file located in the Sergeant's office where all reports written by Patrol personnel are placed for review by Team Supervisors.

THE "REPORT FOLLOW-UP SYSTEM" PROGRAM

- 21 - The following procedures adhere to the guidelines established in General Order R-31 for follow-ups and the Report Review editing process. They apply to all employees who issue a RRI/Report Review Notice, or who receive one.

All reports shall be reviewed for compliance with General Order C-2 (Completed Preliminary Investigations), General Order R-31 (Report Writing Rules) and the Report Writing Manual. (NOTE: Other documents, such as the Report Writing Manual, expand on follow-up responsibilities and the review/editing process).

22 - When Issued

- (a) Immediate Supervisors

The responsibility for reviewing all reports and supplementals for acceptability, based upon established guidelines, rests with the immediate Supervisor of the Report Writer. If a report is not acceptable and the Supervisor cannot have the Report Writer make immediate correction, a Report Review Indicator (RRI) shall be issued.

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(b) Report Review Unit

(1) Missing Reports

If the Report Review Unit does not receive any paperwork to match up with a numbered face card, as sent down by the Communications Center, a Report Review Indicator shall be issued.

All employees are reminded of General Order R-31 and Police Regulation 276 requirements that reports documenting any activity, must be turned in by the end of one's tour of duty. The Unit will insure that an RRI is issued no more than five (5) days after date/time of report on the face card.

(2) Not Acceptable

If, during the coding/monitoring process of reports, the Report Review Unit determines that a report is not acceptable, a Report Review Indicator shall be issued. The determination that the report is unacceptable by the Report Review Supervisor will override any prior acceptance the report may have been given.

(3) Follow-Ups Overdue

The Report Review Unit shall keep track of all follow-ups due from Patrol Division personnel, and those concerning missing reports. These follow-ups may be the result of an RRI issued, or set by an officer following standard investigative procedures.

It is the responsibility of all employees to insure that all follow-ups are completed on time.

The Report Review Unit shall send out a Report Review Notice and Supervisor's Update at least once every two (2) weeks, advising appropriate personnel that follow-ups are overdue.

23 - How Issued

(a) Immediate Supervisor

(1) **If possible, the original copy of the unacceptable report(s) will be returned to the employee and corrected immediately during the employee's tour of duty.**

(2) **If the employee has completed his/her tour of duty or is unable to correct the unacceptable report, the supervisor shall complete a Report Review Indicator (RRI) prior to routing the**

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report.

- (3) **The reviewing supervisor shall "SIGN OFF" the report by putting the notation "RRI Issued" after his/her initials on the appropriate line.**
 - (4) **The supervisor will then route the original report along with the original (white copy) Report Review Indicator as delineated in paragraph 35 (b) of General Order R-31, Report Writing Rules.**
 - (5) The reviewing supervisor shall route the yellow and pink copy of the Report Review Indicator to the "Team" or "Detail" of the employee preparing the report.
 - (a) If deemed necessary, the supervisor should make a copy of the report to attach to the yellow/pink RRI.
 - (b) The supervisor(s) of the employee receiving the RRI will keep the yellow RRI copy for the "Team's" control file. The supervisor shall insure the pink copy of the RRI (and copy of the report, if attached) are received by the employee.
 - (6) When the report deficiencies are corrected, the supervisor shall initial the pink RRI, sign off the report or needed supplement, routing them to the Report Review Unit.
- (b) **Detective Bureau**
- (1) **Any case received by the Detective Bureau in which deficiencies are noted shall be returned for correction in the following manner:**
 - (a) **The deficiencies will be specified on a Report Review Indicator, and a specific follow-up date is set, from one (1) to five (5) days as may be appropriate. If justified, a longer follow-up time period may be used (i.e., officer on vacation, etc.).**
 - (b) **Route the yellow and pink copy of the RRI detailing the noted deficiencies to the report writer's supervisor. Route the original (white) copy to the Report Review Unit. Prepare and route a photocopy of the report with the RRI, if applicable.**
 - (c) **In the cases of second RRI notices, the yellow/pink copies shall be directly routed to the Division Commander of the involved employee(s).**

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(c) Report Review Unit

(1) Missing Reports

Complete a RRI. The original (white copy) remains with the Unit. Make a copy of the face card (front and back, if appropriate). Attach the photocopy to the blue and yellow copies of the RRI and route to the Supervisor of the Report Writer.

(2) Not Acceptable

Complete a RRI. The original (white copy) remains with the Unit. Make a copy of the report (where appropriate). Attach the photocopy to the blue and yellow copies of the RRI and route to the Supervisor of the Report Writer.

(3) Follow-Ups Overdue

- (a) All RRIs received or issued by the Unit, and any follow-ups set by the Report Writer, are to be entered into the computer "Report Follow-up System" on a daily basis. The original (white) copy is maintained in the Report Review Office's "Report Follow-up Box".
- (b) **As needed**, the Report Review Supervisor, or a person authorized by the Supervisor, shall run a printout of all follow-ups overdue.
- (c) These printouts shall be attached to Report Review Notices and Supervisor's Updates (forms). The forms shall show the date/time the printout was run, and establish a new due date for any report due on or before the date/time of the printout run.
- (d) For advance planning, the printout will also include a listing of follow-ups due for the rest of the month as a reminder.
- (e) Route to appropriate personnel.

24 - How Cleared

(a) Person Receiving the RRI

- (1) Review the RRI or Report Review Notice and insure that you understand what is needed. If you are unclear, contact the Report Review Unit, or the Supervisor who issued the RRI immediately for clarification.

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- (2) Complete the follow-up, as instructed.
 - (a) insure that you sign, date and time the report when you write DO NOT PRE-DATE it.
 - (b) on re-write situations, put the word "REWRITE" at the top/center of your report.
 - (3) Attach the Report Review Notice or the yellow **or pink** copy of the RRI to the report. This will serve to "flag" that report, to assist the Report Review Unit in locating and clearing follow-ups from the system. Failure to attach a RRI/Notice may mean the issuance of a second or third Report Review Notice.
 - (4) Route both to your reviewing Supervisor.
 - (5) RRIs, which direct officers to make corrections, MEANS that the officer is to SUPPLEMENT the case report with the correct information. DO NOT come into the RR Office and white-out, scratch-out, or change information on the original reports.
 - (a) The reason is that copies of the report(s) will have been made/routed and any changes would have to be routed also.
- (b) Immediate Supervisor
- (1) Insure the Report Review Notice or the yellow **or pink** copy of the RRI is attached to the report. This will serve to "flag" that report, to assist the Report Review Unit in locating and clearing follow-ups from the system. Failure to attach a RRI/Notice may mean the issuance of a second or third Report Review Notice.
 - (2) Review report for acceptability.
 - (3) Sign, date and time the report on the appropriate line.
 - (a) If there is no line or box provided, use space at lower left of the status/copy routing area of the report.
 - (4) Note review action on your Supervisor Report Review Log.
 - (5) Route the report and RRI/Notice to the Black Box, or RR Transfer Tray, as appropriate.
- (c) Report Review Unit
- (1) Upon receipt of the follow-up report, clear the follow-up from the "Report Follow-up System" computer or reset a new follow-up as

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may be appropriate.

- (2) Insure that any material in the "Follow-up Box" relating to that case is removed.
 - (a) Those original RRIs, which have lengthy comments or may be of importance, can be kept in an alphabetical file by officer's names at the discretion of the Unit's Supervisor.
- (3) Cross-check files and trays periodically to clear up cases where reports came through without a Report Review Notice, or the yellow copy of the RRI and where missed.
- (4) Issue a second or third Report Review Notice where appropriate.
- (5) Complete a non-response form (e.g., a Personnel Complaint) if the follow-up is not completed with the expiration of the third notice.

References: General Orders C-2, D-2, and R-31
Report Writing/Procedures Manual
Report Review Office Manual