

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 15, 2010	NUMBER 2407
SUBJECT Field Reporting System – Supervisory Review		
REVISED		
REFERENCE SCLEA 14.7 & G/O 2404	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 2

A. PURPOSE

To establish procedures for supervisory review of field reports.

B. POLICY


1. Supervisory review of all field reports is required as the first step in the submission process. Typically, supervisory review is a function of the first-line supervisor and is intended to ensure that the assignment has been satisfactorily completed and reported consistent with the field reporting system.
2. The electronic form is designed for the electronic signature or initials of the reviewing supervisor. Hard copy forms have placeholders for ink signature or initials of the reviewing supervisor.

C. PROCEDURES FOR SUPERVISORY REPORT REVIEW (SCLEA 14.7)

1. The responsibility for report review lies with the immediate supervisor of the reporting officer.
 - a. Prior to the end of the reporting officer's shift, the supervisor will review each report individually to ensure that all necessary paperwork has been submitted and properly completed.

- (1) This review is made to ensure completeness and accuracy of all reports submitted, and that all required reports are completed according to the guidelines of the field reporting system.
- (2) The supervisor will also check the report for legibility, completeness and accuracy, and will return unsatisfactory reports to the writer for necessary corrections.
- (3) The supervisor will sign the watch commander section of each report that is accepted prior to ending their tour of duty.
 - (a) The City of Anderson Police Department has an electronic records management system. However, reports may be in hard copy fashion or electronic fashion. This general order covers both types.
 - (b) When the supervisory officer signs a report, the supervisor's signature (electronic or in original ink) indicates that the supervisor concurs with the contents of the report unless notes are made to the contrary.
- (4) The Records Administrative Supervisor and/or his/her designee will conduct a secondary review of reports to ensure the reports and any attachments are separated and submitted to the proper authority, division, and/or individual officers in the department.

By order of:



Martin D. Brown, Chief of Police

3-12-2010
Date