

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 15, 2010	NUMBER 2413
SUBJECT Distribution & Status of Reports		
REVISED		
REFERENCE All Others	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 2

A. PURPOSE

The purpose of this general order is to establish procedures for distributing and documenting the status of reports.

B. POLICY

The policy for the City of Anderson Police Department's management of reports with respect to the distribution and status of reports is defined in the procedures as outlined in this general order.

C. PROCEDURES

1. Distribution of Reports
 - a. Law enforcement officers may request copies of any reports for official use and there will be no charge for the reports.
 - b. Reports which are solely the result of or the fruits of investigative efforts will not be released to anyone other than law enforcement officers and the courts for official use only.
 - (1) This includes all supplemental reports, which list witnesses, suspects, informants, opinions, suppositions, hearsay, investigative leads and any other investigative information.

- c. The Records Unit will process and forward all City of Anderson Police Department incident and supplemental reports to the SLED UCR entity.
- d. The Records Unit will be responsible for ensuring that the required information is forwarded
- e. The Records Unit will also be responsible for the following:
 - (1) Ensuring that all reports are numbered as outlined in this procedure
 - (2) Ensuring that a copy of all incident reports have been entered into the I.D. Jacket index file maintained in the computer database
 - (3) Sending any other report(s) or copies of report(s), as necessary or requested, to outside agencies or departments (Family Court, Solicitor, etc.)
 - (4) Answering requests for reports or records by the public in accordance with the guidelines established under South Carolina Code of Laws for the dissemination of public information.
 - (5) Records Unit personnel may provide copies of incident or accident reports to any person specifically identified in the report or their insurance company.

2. Status of Reports

- a. Upon the review of an incident report, the reviewing supervisor, or other supervisor with appropriate authority, may assign the complaint for further investigation to either a Patrol Officer or an investigator for follow-up investigation.
- b. When an incident requires follow-up, the reporting officer's supervisor will indicate this in the follow-up field in the computer's case management system
- c. All incident, supplement, and accident reports will be retained by the APD Records Unit.
- d. The Records Unit will ensure that the correct case number has been assigned and is accounted for.

By order of:



Martin D. Brown, Chief of Police

3-12-2010
Date