



# Ripon Police Department Written Directive System



Department Order: #344-01

Effective Date: November 8, 2010

Index as: Report Review

Internal Review: Annual

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## REPORT REVIEW/CORRECTION DIRECTIVE

### I. PURPOSE AND SCOPE:

The purpose and objective of this policy is to establish additional department-wide guidelines in the report review process within the City of Ripon Police Department. The goal of the Departments is to produce quality reports in a timely manner and recognizes minor errors may be occasionally made.

### II. PROCEDURE

Reports, which have been marked as completed and turned in by officers, are reviewed by a supervisor for completeness and accuracy.

Supervisors may, at their discretion change

- Spelling errors
- Grammatical errors
- Punctuation errors
- Check boxes
- Drop down boxes
- Uniform Crime Reporting information errors
- Other minor corrections as necessary

This directive shall relieve supervisors from completing a supplemental report when minor corrections have been made to a report. The corrections should be accompanied by a RIMS message explaining the changes made. Supervisors may return reports with minor errors if the errors are repeated and no effort has been made by the officer to correct the errors.

At no time will any supervisor be authorized to make changes to any report, which affects the subject matter. In instances where errors of content are in question, the report shall be returned to the officer for correction as described in section 344.4 of the Ripon Police Department Policy Manual.

Reports submitted for records review shall also fall within the scope of this directive. Records may make, at their discretion, the minor corrections above and shall be relieved of completing a supplemental report as described in section 344.5 of the Ripon Police Department Policy Manual. Records corrections may be accompanied by a RIMS message explaining the changes made.

At no time will any change to a report be authorized after the records review process has been completed. In instances where errors are found within a report after records review, a supplemental report shall be completed outlining the correction.

**VIII. Disclaimer:**

The report review/correction directive shall not relieve officers in their responsibility of producing a quality report. Officers should make every attempt to ensure the completeness and accuracy of reports prior to submission for supervisor approval.

By the order of:

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Signature of Agency Authority/Title