

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Report Status		CHAPTER/SECTION NO.: 54.5	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 82.1.5			

54.5 Policy

- 54.5.1 After the original reports are placed into the appropriate filing system, the records unit accounts for each report's status by means of updating the computerized records system.
- 54.5.2 As follow-up reports are received by the records unit, any updated status information is recorded in the computer on the appropriate screens.
- 54.5.3 On a continual basis, the bureau commanders and supervisors will direct an audit and evaluation of the incident reporting and recording procedures of the office. This procedure is intended to serve the following purposes:
 - A. Identify unnecessary tasks which may be eliminated from the reporting process.
 - B. Identify lesser efficient reporting procedures and prioritize or redesign as required.
 - C. Evaluate the effectiveness of reporting instruments, including department forms and systems for distribution.