

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Report Information		CHAPTER/SECTION NO.: 54.10	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b>** <u>See Master File</u></b> <b>Sheriff</b>	
STANDARD NUMBER: 82.2.1		Revised 02/23/04	

## 54.10 Policy

54.10.1 Reports will be submitted for **ALL** complaints received or generated by a deputy with the exception of:

- A. Complaints generated but canceled by WACDC before action is taken.
- B. Authorized documentation of NO REPORT (NR) within Office No Report System guidelines.

54.10.2 Office forms

- A. Office forms are illustrated in, and will be completed according to the office report writing manual.

54.10.3 Reports will include, at a minimum:

- A. Date and time of initial report.
- B. Name (if available) of the person requesting the service or the victim's or complainant's name.
- C. Nature and explanation of the incident.
- D. Nature, date, and time of action taken (if any) by department personnel.
- E. All information blocks should be completed if appropriate.

54.10.4 Deputies should complete written reports before clearing the call, but should monitor the radio for calls in their area, and are subject to call if necessary. Completed reports must be turned into the shift/unit supervisor before the end of shift, unless

authorized to continue the investigation beyond shift hours by the supervisor.

54.10.5 Report Submission and Processing

- A. The shift/unit supervisor will closely review all reports and, unless returned to the deputy for corrections or clarifications, turn them into the Records Unit where they will be processed and filed.
- B. The current and previous years' offense, arrests, and accident reports are filed and maintained in the records unit storage area.
- C. Each report is filed sequentially by year and case number.  
Refer to Chapter 54.13-14, Supervisory Review and Records Processing.

54.10.6 "NO REPORT"(NR)System

- A. The "NR" system is meant to assist deputies in clearing calls faster, when written reports are not necessary, and to increase availability for emergency responses.
- B. A "No Report" or NR may be used for the following types of incidents:
  - 1. False Alarms
  - 2. 911 Hangups
  - 3. Motorist Assists (include license number in remarks)
  - 4. Medical Assists
  - 5. Telephone requests for information with no actions taken.
  - 6. Animal control incidents with no action taken.
  - 7. Fix-It ticket sign off
  - 8. VIN inspections with no problems (VIN number must be included in remarks)
  - 9. Calls cancelled en route

C. Procedure

1. Notify dispatch if the case is an NR
2. Add necessary notes to MDT screen report from dispatch:
  - a. Hit F7, Remarks, Enter
  - b. Go to JURISDICTION, add WC
  - c. Go to CALL NUMBER
  - d. Go to REMARKS
  - e. **At minimum**, add reason for NR, your name, ID number, Area location, vehicle license/VIN number if applicable, and any other pertinent information.
3. Hit F1 to send (remarks will be added at bottom of screen)

D. "NR" system is authorized at the discretion of the Sheriff and will **NOT** apply when:

1. The deputy does not have a computer or the computer is inoperable.
2. The deputies supervisor requires a report to be written.