

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Supervisory Review of Field Reports		CHAPTER/SECTION NO.: 54.13, 54.14	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 82.2.4			

54.13 Policy

- 54.13.1 Supervisory review of field reports will normally be the responsibility of the shift supervisor involved.
- 54.13.2 Each report will be reviewed for form and substance and the initials or signature of the person performing the review is to be included in the upper right hand corner.
- 54.13.3 Any reports sent back to the originating officer by a supervisor, and not returned by the end of the shift, will be noted on a memo by the supervisor and submitted to records.
- 54.13.4 All initialed reports needing completion and/or correction should be resubmitted to records by the next work day.
 - A. Any exceptions should be approved by the supervisor and notification should be sent to the records unit.

54.14 Procedure

- 54.14.1 Traffic report review process
 - A. All traffic reports should be completed by the end of the shift and submitted to the supervisor for review. The supervisor will review each accident report to check for timeliness, completeness, and accuracy of information.

- B. Should an incomplete report be submitted, the supervisor will return the report to the submitting officer to be completed and returned to the supervisor within 24 hours. Completed cases will be forwarded by the supervisor to the records unit for processing.
- C. Periodic reviews of accident reports and statistical data will be conducted by the Motor unit supervisor to ensure that the department's records system and its capabilities are understood and used. The review should identify any problems and suggest essential modifications.