

17 March 1961

DEPARTMENT GENERAL ORDER NO. 61-22

SUBJECT: District Report Review Officers

I. PURPOSE

- A. This order establishes a specific assignment of "District Report Review Officer" for each police district and defines the duties and responsibilities of the individual filling this assignment.
- B. The quality and sufficiency of reports is a responsibility of the District Commander. To assist him in fulfilling this responsibility, a District Report Review Officer will be designated as a staff officer reporting directly to the District Commander. The District Report Review Officer will also serve as a liaison officer between the district commander and watch commanders on matters related to police reports.
- C. The District Report Review Officer will be available for advice and guidance in interpreting the Field Reporting Manual and reporting procedures at the district level. When any questions arise which he cannot answer, he will contact higher authority for assistance.
- D. The District Report Review Officer will generally be a patrolman except in those districts where a desk sergeant can perform this function in addition to his other duties.

II. DUTIES OF THE DISTRICT REPORT REVIEW OFFICER

- A. The District Report Review Officer will review all reports on behalf of the District Commander for the purpose of noting errors and instances of improper police action. Reports which are not satisfactory will be returned through watch commanders to supervising sergeants for appropriate action.
- B. District Report Review Officers will be furnished forms identified as "Follow-up Indicators" which will be used to send reports through channels for follow-up contact with complainants and victims. These forms will also be used for routing reports in need of correction. A carbon copy of the follow-up indicator will be retained in a suspense file by the Report Review Officer to insure the return of reports routed as above within an appropriate suspense period.
- C. When the follow-up indicator and the report to which it relates are given to the supervising sergeant by the watch commander, the supervising sergeant will:
 1. Detach the follow-up indicator from the report and keep the follow-up indicator in his possession as a reminder of action to be taken;
 2. Deliver the report personally to the officer who originally submitted it or to whom it is assigned;
 3. Instruct the officer as to the proper correction or additional follow-up action required as follows:
 - a. When the error is one of form, the supervising sergeant will review the error with the reporting officer and have the reporting officer correct the report;
 - b. When the follow-up action results in an arrest, recovery of property or the obtaining of additional evidence or information, the supervising sergeant will require the original reporting officer to submit a Supplementary Report covering the arrest, recovery or additional evidence or information obtained;
 - c. When follow-up action involves an additional contact with the victim or complainant which does not produce additional information or result in an arrest or recovery of property, the reporting officer will note on the reverse side of the report the date and time of the contact and a brief explanation of the results of the additional interview.
 4. At the end of the tour of duty, the supervising sergeant will retrieve the report from the reporting officer, initial the report to indicate his approval, reattach the follow-up indicator and return the report to the District Report Review Officer through the watch commander.

- D. District Report Review Officers will also review Case Reports returned by the Detective Division for district investigation and distribute them through channels to the appropriate beat officer for follow-up as in Paragraph II C 3 b and c above. They will also screen all Miscellaneous Incident Reports and assign these for follow-up in any case where it appears that a citizen's complaint was not satisfied on the first contact.
1. Officers assigned to follow-up on a particular case or incident will return the report with an indication of action taken by the end of their tours of duty.
 2. The District Report Review Officer will keep the District Commander informed of any reports which are not returned promptly or of any cases in which the investigation or follow-up is not properly handled.


III. RESPONSIBILITY OF COMMANDERS AND SUPERVISORS

- A. District Report Review Officers will perform tasks in connection with police reports that would be performed by the District Commander if he had the time. District Commanders will see that District Report Review Officers perform their assigned tasks efficiently and effectively and that watch commanders and supervising sergeants take appropriate action on reports returned by the District Report Review Officers.
- B. It is emphasized that watch commanders and supervising sergeants must assume the responsibilities of their ranks. One of these responsibilities is that of seeing that reporting procedures are understood and complied with by subordinates and that complete and accurate reports are submitted. Delinquencies and deficiencies in reports are a reflection on the adequacy of command supervision. The appointment of a District Report Review Officer does not in any way relieve watch commanders and supervising sergeants of their command responsibility for insuring that proper reports are submitted and reporting procedures are complied with.

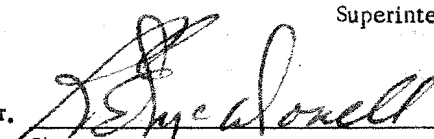
IV. EFFECTIVE DATE

This order is effective immediately in the 2nd and 3rd Areas and in other Areas as the new field report system is adopted.

Distribution: All Personnel


Superintendent of Police

I have read and understand the above order.


Signature

20 Mar 1961
Date