

	POLICY & PROCEDURE	SERIES # 639	PAGE 1 OF 2
	NOTIFICATION OF REPORT DISCREPANCIES		EFFECTIVE DATE 02/01/01
			OVERSIGHT Support Services
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #639 dated 07/15/90		

I. PURPOSE:

To establish a quality control procedure to improve the quality of reports and preliminary investigations.

II. POLICY:

It shall be the policy of the Hampton Police Division that all supervisors will be made aware of recurring report discrepancies.

III. PROCEDURE:

In an effort to make Patrol and Communications Supervisors aware of discrepancies found in incident reports and correct those discrepancies, the Case Quality Control Unit (CQC) will utilize the "Report Discrepancies" form. The utilization of this form will be in addition to procedures currently used by CQC for notifying officers of needed corrections, completions and/or any other discrepancies with a report. The overall intent for using this procedure is to improve the quality of reports and preliminary investigations produced by Patrol and Communications personnel.

A. If a discrepancy is found in a report, CQC will complete the form by specifying the exact discrepancy in detail. The form will be sent to the reporting officer's immediate supervisor.

1. The utilization of this form shall not replace the current procedure utilized for requesting a follow-up of any type, based on a needed correction, completion or follow-up investigation. Therefore, no suspense date is associated with the form. The form is intended to assist supervisors in being made aware of report discrepancies, especially recurring discrepancies.
2. A copy of the form will be maintained by CQC.
3. Upon receipt of the report by the immediate supervisor:
 - a. The supervisor will insure that discrepancies are corrected by the reporting officer and that the report is forwarded to CQC along with the original discrepancy form.

APPROVED:
CHIEF OF POLICE



- b. The supervisor will file a copy in the officer's folder maintained by the respective unit.

