

- f. All reports shall be submitted to a supervisor and approved by the end of the shift. If this is not practical due to extenuating circumstances, officers shall notify a supervisor who will determine if the report can be completed by the oncoming shift. All other exceptions must be approved by a supervisor.
- g. Reports will be reviewed by the-----who will determine if incident reports will be assigned for follow-up investigation by a detective. Investigations supervisors will monitor investigations to ensure supplements are written within 10 days of a case being closed.
- h. Report statuses include open, pending investigation, closed, unfounded (a crime did not happen or occurred outside of City/County of -----), cleared by arrest or cleared by exception. An exceptional clearance must be selected only when all of the following conditions are present:
 - 1. The investigation has clearly and definitively established the identity of at least one offender;
 - 2. There is sufficient probable cause to support arresting, charging, and prosecuting the offender;
 - 3. The exact location of the offender must be known so an arrest could otherwise be made;
 - 4. There must be a reason outside the control of the Department preventing the arrest.

Once these conditions are present, the exceptional clearance type must be selected as follows:

- 1. Death of Offender
 - 2. Prosecution Declined (by the prosecutor for other than lack of probable cause)
 - 3. In Custody of Other Jurisdiction
 - 4. Victim Refused to Cooperate (in the prosecution)
 - 5. Juvenile/No Custody (the handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty larceny)
- i. The Records Unit will seek to ensure an average report turnaround time of 2-3 days. Officers should inform concerned parties to contact the Records Unit after this time frame to obtain copies of reports.