4-01/100.00 - Distribution of Reports

Basic procedures are summarized as follows:

- Only original reports shall be imaged into the electronic archival system SECDA unless the original was damaged and the only available document is a copy. All URN file reports shall be imaged or sent to the Department's imaging services vendor. Once a document has been imaged, it is considered the original. The paper document shall be destroyed once the original image has been verified as complete;
- Confidential reports shall be held at the unit of assignment until they are no longer considered confidential (except confidential homicide reports which are sent directly to Homicide Bureau with the notification made on the URN Control Log). When no longer considered confidential, the reports shall then be processed in the normal manner, and the original report shall be sent to the Department's imaging into the electronic archival system SECDA. Confidential reports shall be processed as outlined under section 4-01/020.60;
- Personnel assigned the responsibility of managing the incident report case files at originating units shall manage the imaging and proper distribution of every report generated at the unit. They are responsible for local distribution and additionally for distribution to other county departments and concerned agencies on all reports marked special request distribution (SRD);
- Reports sent via JDIC shall be limited, as outlined in section 4-01/100.20; and
- Catalina Island reporting and distribution procedures are outlined in section 4-03/005.05, Case Assignment.