5-09/090.25 - Reporting Procedure

The deputy shall adhere to the following:

- Prepare an original report (in homicide cases, the original crime report shall be restricted to the basic essentials of the offense and shall be sent via JDIC to homicide Bureau and the coroner's office as soon as possible); and
- Prepare a supplemental report for homicide cases (the supplemental report shall contain all the available information on the case).

The crime lab shall prepare a supplemental report on their findings and investigative data.

In homicide cases, copies of all the supplemental reports shall be forwarded to the Homicide Bureau. Do not broadcast as these are confidential reports. Acopy is not to be placed on the station press board.