

## **14-004: Improper Use of Statistic Codes**

### **PURPOSE**

The purpose of this unit order is to establish procedures to properly document, report, and classify crime reports. The following corrective measures will also address deficiencies in training, supervisory review, and documentation.

### **SUPERVISORY RESPONSIBILITY**

#### **WATCH SERGEANT/FIELD SERGEANT**

All sergeants shall familiarize themselves with the contents of "Assault Stat Codes – Proper Assignment" Newsletter, dated January 28, 2004. This newsletter will be a recurrent topic during shift briefings. While reviewing submitted reports, supervisors will confirm the proper statistic code is used in the reporting of each appropriate crime. Supervisors will notify the author of the when an improper statistic code is used and take appropriate administrative action to correct the error.

#### **WATCH COMMANDER**

On Monday of each week, the shift watch commander will conduct an audit of at least ten (10) reports from the previous week's submitted reports. Upon completing the audit, an entry into the watch commander's log shall be made documenting the results and any corrective action taken to address deficiencies.

#### **MASTER FIELD TRAINING OFFICER**

The Master Field Training Officer (MFTO) will meet with all field training officers and conduct a separate training session to ensure they are familiar with the contents of the newsletter and the proper application of the statistical codes when completing crime reports. This training will be recurrent and documented on an APIS roster to ensure accountability at all levels.

#### **DETECTIVE BUREAU REVIEW**

Each detective bureau team sergeant will review, document, and correct reports which were found to contain errors of inappropriate use of statistical codes. When statistical code errors are identified, the team sergeant will document the Uniform Report Number (URN) and the incorrect statistical code used, and they will identify the appropriate statistical code, the author(s) of the report, and the approving supervisor on a log maintained by the bureau operations sergeant. This log will be reviewed by the detective bureau lieutenant on a weekly basis. The team sergeant will then complete a supplemental report correcting the error and will notify the

approving supervisor and the shift watch commander.

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