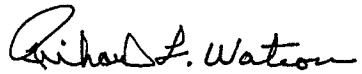FAYETTEVILLE POLICE DEPARTMENT
FAYETTEVILLE, ARKANSAS 72702

# GENERAL ORDER # 15

*SUBJECT:* *WRITEUPS REQUIRED REPORTS*

*CROSS-REFERENCE:*

*DATE APPROVED BY COP: May 30, 2000*

*Chief Richard L. WATSON*

*PURPOSE:* To establish uniform guidelines for patrol shift supervisors to ensure reports are being created by officers when required. Furthermore, this general order will detail the proper method for supervisors to run the WRITEUPS REQUIRED REPORT with the New World Systems public safety software.

*ORDER:* Supervisors are directed to ensure reports are completed in a timely fashion. This is to be accomplished by generating a WRITEUPS REQUIRED REPORT on a weekly basis. This report will identify each incident that was given a disposition one (report taken) but a case has not been entered into the computer system.

*PROCEDURES:*

1. On a weekly basis the supervisors over each patrol shift shall ensure that the WRITEUPS REQUIRED REPORT is generated. The following directions are provided to simplify the process:
   • From the **PATROL SUPERVISOR MENU** select option 24 - Write Ups Required Report.
   • This will take you to **Case Reports Menu** select option 1 - Write Ups Required Report.
   • You will then need to enter the from and through dates for your request. (**DO NOT LEAVE THE DATE FIELDS BLANK**) Hit enter and the report will print.

2. Once the report has run a supervisor should review it to determine the number of incidents in which reports were not entered into the system. If the supervisor determines a report should have been completed by an officer under his/her command then the officer should be required to complete one as soon as possible. Steps should also be taken by the supervisor to ensure this action does not occur again.

3. In the event no report was required and information was entered in error then the supervisor should contact the Central Dispatch Manager to correct the information in the system.

APPLICATION UTILITIES
PATROL SUPERVISOR MENU

| | |
|---|---|
| 1. Unit Assignments | 21. Pass-thru to Chiefs |
| | 22. Pass-thru to City |
| 2. Cases | 23. Query |
| 3. Accidents | 24. Write Ups Required Report |
| 4. Impounds | 25. Field Report Merge |
| 5. Status | |
| 6. MDT MESSAGE | |
| | 60. CAD Inquiry |
| 7. Mug Shots | |
| 8. Line-ups | 70. Inquiry Menu |
| 9. ACIC/NCIC Interface | |
| | 90. Sign Off |

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Fayetteville Police Department                                                        PL0022S1
5/25/00                          AEGIS PUBLIC SAFETY SYSTEM
                                     Case Reports Menu

Type a menu option number below, then press Enter.

    1. Writeups Required Report
    2. Print Case Report
    3. Case Edit Report

                                        Case Required Report . . . . . . . . PL1390S1

                                        ORI#: AR0720100 + FPD

    70. Inquiry Menu                       Please Enter:
    80. System Services Menu                  From Date : _____
    90. Signoff                               Thru Date : _____

Type a menu option below:
===> 1___                               F3=Exit   F4=Prompt   F12=Cancel

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Fayetteville Police Department                                                        PL0022S1
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                                        Case Required Report . . . . . . . . PL1390S1

                                        ORI#: AR0720100 + FPD

    70. Inquiry Menu                       Please Enter:
    80. System Services Menu                  From Date : 05152000
    90. Signoff                               Thru Date : 05212000

Type a menu option below:
===> 1___
                                        F3=Exit   F4=Prompt   F12=Cancel

F3=Exit   F12=Cancel                    (c) New World Systems 1989, 1999