



Procedures for Report Corrections

To ensure accurate criminal statistics reporting with the California Department of Justice (DOJ), the Records Statistical Unit (STATS) will reject "signed off" reports and send them back to the author when corrections are necessary. The requested change may be something as simple as amending the "Property Type" or "Associated charge."

All corrections requested by STATS must be made immediately and returned according to the workflow on page 2. STATS will not be able to approve these reports without the requested corrections. Sergeant review or "sign off" does not finalize the report or Department Record and the report becomes finalized after Sergeant "sign off" and approval by STATS.

In some situations, such as "In-Custody" or "Cite and Release" cases, non-finalized reports may have already been submitted to the District Attorney's Office prior to the author receiving the rejection notice from STATS.

To avoid any discovery issues, the author **must follow** the new procedures to make corrections and preserve any records associated with the finalized report. To minimize these occurrences, the STATS team will conduct a daily review of all reports marked, "Priority".

Refer to Bulletin 22-17 for instruction on how to mark a report as a **Priority** in FBR.

Priority reports include:

- 1) All cases where a suspect is in custody and booked into any custodial facility such as jail, juvenile hall, or a mental hospital.
- 2) All cases where the suspect will be cited and released.
- 3) All reports that are being submitted for criminal filing regardless of the suspect's custody status.

If you have any questions regarding the attached Rejection Report Correction Workflow, please contact your supervisor.





Rejected Report Correction Workflow

Reports that have already been provided to DA's Office (In Custody / filed cases)

The author will print the original report prior to making any corrections.

That report will be scanned and attached in FBR.

The correction will then be made and the report will be submitted to records.

The author will then write a supplemental report documenting any changes in the original report.

The new report and supplemental will need to be discovered to the prosecution.

The author will be responsible for notifying the In-Custody desk or the prosecutor of the new reports.

New FBR Report

The author will mark all In-Custody, "Cite and Release", and EDC filed Reports as "Priority."

This will ensure the report is reviewed by records as soon as possible so any requested corrections can be made prior to the report being sent to DA's Office.

Rejected reports that have NOT been provided to DA's Office.

Make the requested corrections and submit report.

