



Subject: Processing Phoenix Reports and Attachments for Major Crime Investigations		
Date Issued: 08-06-99	Effective Date: 03-09-12	Revision Number: 3

POLICY

The Racine Police Department requires the most accurate and up to date information available in order to insure the integrity of all Major Crime Investigations and to meet the requirements of discovery when the District Attorney’s Office moves forward with the prosecution of the case. The timely review and corrective action taken on reports and attachments will help ensure that the most accurate and complete information is provided for the investigation.

PROCEDURE:
MEMBER

When involved in a Major Crime Investigation:

- 1) Complete a report in Phoenix RMS detailing your actions, observations, and statements obtained from others.
- 2) For a typed or dictated Phoenix report; Review the completed report for completeness, accuracy, grammar and spelling. Make all necessary corrections prior to submission for approval.
- 3) Electronically submit the report for review.
- 4) Print out a copy of your report and submit the copy to Investigations (This should be done prior to approval).
- 5) For a rejected report, make all corrections in a timely manner and resubmit the corrected report following steps 2 and 3, listed above.
- 6) If items are attached to the case in Phoenix RMS (scanned documents, photos, photo logs, etc.), submit a copy of the item to Investigations and a copy to Records.

**SUPERVISOR/
SHIFT OR
UNIT
COMMANDER:**

- 1) Ensure that all members having a role in the Major Crime Investigation have completed a report reviewing their involvement.

**MAJOR CRIME
SQUAD
SUPERVISOR/
COMMANDER:**

- 1) Review all reports for accuracy, spelling, grammar, and completeness.
- 2) Approve reports that are correct.
- 3) Reject reports that need correction. Print a copy of the rejected report and send it back to the authoring member advising them of the needed corrections.

RECORDS:

For Major Crime Investigations (current and inactive cases alike):

- 1) Ensure that when items are submitted for attachment into Phoenix RMS, that they are scanned and attached in a timely manner.
- 2) If a member’s report needs to be sent back with the status of “More Info Needed”, ensure that the comments specifically articulate the reason the report is being returned and what information is needed. In addition, send a copy of the report to Investigations with “More Info Needed” written on the top of the report.
- 3) Do not release copies to anyone (media, victim, attorneys, etc.) unless authorized by the Major Crime Squad Supervisor/Commander in charge of the investigation.

**MAJOR CRIMES
SECRETARY:**

- 1) In the case of a homicide, initiate a red folder.
- 2) Act as a central deposit for all reports and attachments.
- 3) Maintain three complete files:
 - a. Detective Unit file reports (red homicide folder)
 - b. Lead investigator’s copies
 - c. District Attorney’s copies
- 4) Maintain a log of reports and attachments, including their status.
- 5) Periodically review report status in Phoenix RMS to insure all copies of reports are the most complete status (“Submitted” → “Approved” → “Locked”).

**RELATED
PROCEDURE:**

[0200 - Review, Endorsement, and Routing of Paperwork
Table of Contents](#)