

# Report Originals With Missing Offense Codes

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To: ☐ Sgts Group; Cc: ☐ PPD, LTsGroup;

Thu 12/3/2015 11:31 AM

This message was sent with high importance.

NO\_OFFENSE\_20151203...

340 KB

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## SERGEANTS: THIS IS CRITICAL AND TIME SENSITIVE

Attached is a list of ORIGINAL INCIDENT REPORTS that do not have an offense code. There are approximately 1600 reports with this status. Without an offense code, the report is not routed to an investigative detail. In this list are critical reports that need to be routed and addressed by the investigative detail by adding an offense code.

1. Have the originating officer review his report to determine the offense code
2. Have the originating officer create a supplement
3. Have the originating officer add the appropriate primary offense code
  1. Non-Crime offenses like Missing Persons, Found Property, Injured Person etc are all located under FI-OTHER
4. Have the narrative read: SUPPLEMENT CREATED TO ADD OFFENSE CODE.
5. **Submit** the supplement for approval.

**NOTE: IF THE REPORT NUMBER HAPPENS TO BE INCORRECTLY FORMATTED, LEAVE AS IS!**

This will update the offense code on the report and create a workflow moving it to the appropriate investigative detail.

Please have completed by December 11th, 2015

**TIP: When approving ORIGINAL INCIDENT REPORTS please assure there is an offense code.**

**Toby Dunn, Sergeant**

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Phoenix Police Department