

Report Approval for Supervisors

Course Outline

PowerPoint Presentation (1 hour)

- I. **Introduction**
 - A. Instructors
 - B. Course Overview

- II. **Audit**
 - A. MCT Audit
 - B. SMS

- III. **Tips and Tricks**
 - A. Deny Notes**
 - A. CTRL N
 - B. Incomplete/Denied Reports**
 - A. MFR

- IV. **Verifying Information**
 - A. Chino Address**
 - A. Geo-verify
 - B. County addresses
 - B. Proper Charges**
 - A. PC 459
 - 1. Premise
 - 2. Force/No Force
 - 3. Weapon/tool
 - B. PC 69
 - 1. Officer info
 - 2. Officer injury
 - 3. LE activity and assignment
 - C. PC 273.5
 - 1. Domestic violence box
 - 2. Weapon/tool
 - 3. Injuries
 - 4. Confidentiality

- V. Misc Topics**
 - A. Parties involved**
 - A. Unknown suspect button
 - B. Suspect vs Offender
 - C. Victims
 - 1. Associated to the correct crime
 - 2. Society as a victim
 - B. Evidence**
 - A. Evidence box
 - B. Damaged vs. destroyed
 - C. Stolen and recovered
 - C. UCR Button**
 - A. Errors
- VI. Case Review**
 - A. Review Submitted cases**
 - B. Questions**