

GENERAL ORDER 82.4.3

Routing

GENERAL ORDER CROSS-REFERENCE: 82.5.1

SUMMARY

Establishes a procedure for the distribution of reports and records.

DISCUSSION

The proper distribution of reports is vital to law enforcement. It enables the proper flow of information throughout our Department and the criminal justice community.

POLICY

I

All original reports, traffic citations, and field interview cards are maintained in the Records Department.

Copies of reports shall be sent to criminal justice agencies connected with the report.

Reports concerning property or vehicles recovered for another agency shall have copies routed to that agency. Recovered Vehicle reports shall have a copy routed to Records for victim notification.

Parole and Probation requests copies of all custody reports on persons known to be on State parole or probation. The Oregon Liquor Control Commission shall be sent copies of all DUII reports and reported incidents that occur at or mention any licensed liquor dispensing establishments.

Richard L. Lewis
Chief of Police