

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: MAY 23, 2019 – 1300 HOURS

NUMBER: OR 19-13

SUBJECT: INSPECTIONS PROGRAM CHANGES

COST CENTER: 1914131601

SCOPE: ALL SWORN MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED:

Effective June 1, 2019, investigative sergeants are no longer required to conduct monthly case biopsy reports. The Biopsy tab within the Inspections program has been removed and additional inspection categories have been added for both the Sergeant and Lieutenant monthly inspections.

Investigative Sergeants shall now be required to conduct a monthly review of their detectives' case load to ensure cases are being evenly distributed and cases are being completed in a timely manner. In addition, Investigative Sergeants shall now document the total number of cases over 30 days old for each detective on their squad.

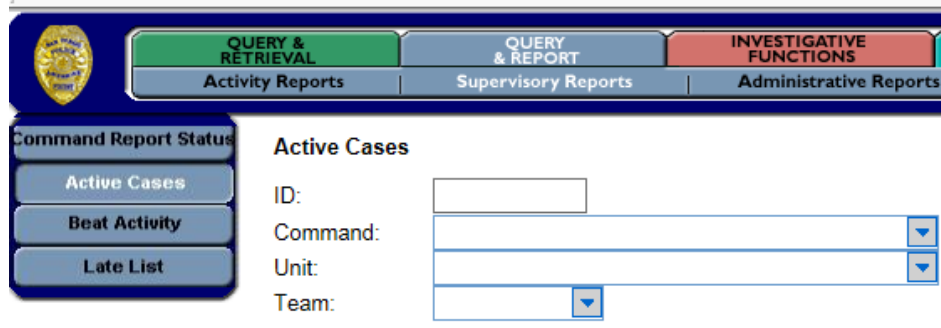
Lieutenants shall also be required to conduct a monthly review of detectives' case load and the late list for detectives within their service area. A guide on how to retrieve this information is shown on the following page using both CRMS and NetRMS.

The Inspections program within PD Enterprise and the Police Department Inspections Guide will be updated to reflect these changes.

Please read at squad conferences and give a copy to all personnel.

Reviewing a Detective's Case Load

CRMS – Launch CRMS and select the Query & Report tab, then select “Supervisory Reports”



The screenshot shows the CRMS interface. At the top, there are three tabs: 'QUERY & RETRIEVAL' (green), 'QUERY & REPORT' (blue), and 'INVESTIGATIVE FUNCTIONS' (red). Below these are three sub-tabs: 'Activity Reports', 'Supervisory Reports', and 'Administrative Reports'. On the left, there is a 'Command Report Status' sidebar with buttons for 'Active Cases', 'Beat Activity', and 'Late List'. The main area is titled 'Active Cases' and contains four input fields: 'ID:', 'Command:', 'Unit:', and 'Team:'. Each field has a dropdown arrow on its right side.

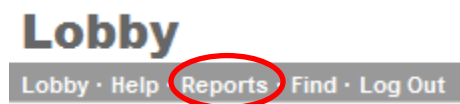
Select the “Active Cases” tab and enter either ID, Command / Unit or Team.

NetRMS – Launch NetRMS. From the Lobby, select the “Case Administration” link under the Operations folder. Then select the “Case Workload” folder. From here you can select your division and unit from the table. The last column shows the ‘Officer View’ and has a down arrow. Click on the down arrow to display the open cases for each assigned investigator.

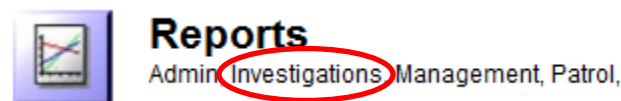
Checking the Number of Cases More Than 30 Days Old

CRMS – Launch CRMS and select the Query & Report tab, then select “Supervisory Reports”
Select the “Late List” tab and enter either ID, Command / Unit or Team.

NetRMS – Launch NetRMS and select the “Reports” link from the Lobby.



Select the “Investigations” link under Reports and then select the “Late List” report.



The report should default to the Command / Unit in which you are assigned but you may also select from any command or units from the drop down lists. This report will display a list of cases 30 or more days old and is sorted by the assigned investigator.