



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 922 – Reporting of Criminal Offenses by Department Members

Office with Primary Responsibility:	COP	Effective Date:	July 24, 2015
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Prior Revision Date:	July 31, 2010
Forms Referenced in Procedure:	SAPD Form #62-PIR SAPD Form #62-RCO	Number of Pages:	2
		Related Procedures:	None

.01 INTRODUCTION

This procedure establishes a process for members to follow for reporting any criminal offense committed by members of the Department and ensures an appropriate investigation of the allegations.

.02 POLICY

- A. It is the policy of the San Antonio Police Department that members shall report criminal offenses and significant behavioral infractions committed by Department members through internal channels in order to ensure the Chief of Police is properly notified of the allegations.
- B. This policy is not intended to prevent members from going outside of the Department to report criminal offenses, but is the first step in the reporting process.

.03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Criminal Offense

.04 DISCUSSION

- A. All sworn and civilian members shall report criminal offenses committed by Department members. Through this procedure, members have a means for reporting criminal offenses to two (2) different units within the Department for investigation.
- B. This procedure does not prevent members from reporting criminal offenses committed by Department members to outside agencies, but members should be advised outside agencies may inquire if the Department has a procedure for reporting criminal offenses and if the member followed the Department procedure before filing the complaint with an outside agency.

.05 REPORTING OF CRIMINAL OFFENSES

- A. Any member of the Department who suspects or has knowledge of any criminal offense committed by any Department member shall report the criminal offense in writing using SAPD Form #62-RCO, *Reporting of Criminal Offenses By Department Members*, and hand carry the form to one of the following units.
 - 1. The Office of the Chief; or
 - 2. The San Antonio Regional Intelligence Center (SARIC).
- B. In addition to SAPD Form #62-RCO, the reporting member may also fill out the appropriate incident or offense report and submit the report in accordance with General Manual reporting procedures; or



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- C. If the member receiving the information about suspected criminal activity is uncertain as to the credibility of the person and/or the information provided, the member may write the information on an interoffice correspondence form without a case number and deliver the information in person to either the Office of the Chief or SARIC.

.06 INVESTIGATIVE PROCESS

- A. When a SAPD Form #62-RCO is received in the Office of the Chief, a supervisory officer assigned to the Office of the Chief shall sign the form, provide the reporting member with a copy, make a copy for the Chief's Office, and forward the original form to SARIC for investigation.
- B. When a SAPD Form #62-RCO is received in SARIC from a Department member reporting a criminal offense, a SARIC supervisor will sign the form and provide the reporting member with a copy.
- C. All SAPD Forms #62-RCO received in SARIC, either from the Office of the Chief or directly from a Department member are processed as follows:
 - 1. SARIC will conduct a preliminary investigation of the criminal offense and report the results to the Chief of Police.
 - 2. The Chief's designee shall meet with the reporting member and advise that member of the preliminary investigation results. The reporting member will be given a completed SAPD Form #62-PIR, *Receipt of Preliminary Investigation Results*, and be asked to sign the form. The form will include a list of outside agencies that may be contacted if the reporting member wants an outside agency to investigate the complaint.
 - 3. The Chief of Police, when necessary, will assign the appropriate follow-up unit to conduct a full investigation of the criminal offense.
 - 4. If a full investigation is necessary, the Chief's designee shall meet again with the reporting member after the investigation is completed and advise that member of the results of the investigation.

.07 CONFIDENTIALITY

- A. Department members assigned to investigate criminal offenses committed by other Department members are advised the information is confidential and not to be discussed with anyone outside of the investigation.
- B. Any violation of the confidentiality rule is a violation of Rules and Regulations and violators are subject to disciplinary actions.

.08 NON-RETALIATION

- A. Neither the Department nor any Department member shall retaliate against another member for reporting a criminal offense committed by a Department member.
- B. If a member reporting a criminal offense committed by another Department member feels he/she is being retaliated against, the member shall immediately notify SARIC or the Office of the Chief.