



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: OPERATIONAL SUPPORT
SERVICES DIVISION REPORT
REVIEW PROCESS UPDATE**

DATE: January 28, 2023

Bulletin #2022-006

In an effort to streamline the report submission process, the Operational Support Services Division (OSSD) now has the ability send reports from the Transcription Queue back to the author and the Sergeant Approval Queue for editing. When this occurs, the report will appear in the author's message area and with a green highlight in the Sergeant Approval Queue (on desktop computers, not in patrol vehicles).

For example, if OSSD personnel discover a report was submitted with an error, they will make note of what needs to be corrected and route it back to both the author and the Sergeant Approval Queue. The Report Writing Sergeant would then coordinate with the author to have the appropriate edits made, re-review the report, and resubmit it to the Transcription Queue.

Figure 1: Report Writing Workflow

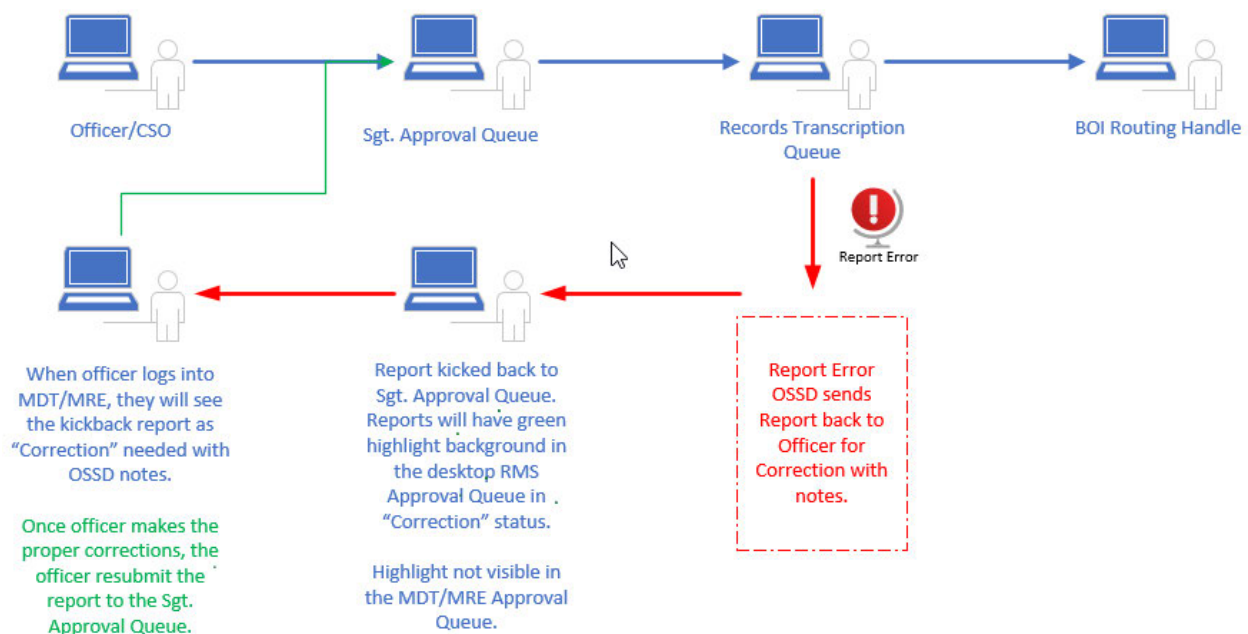
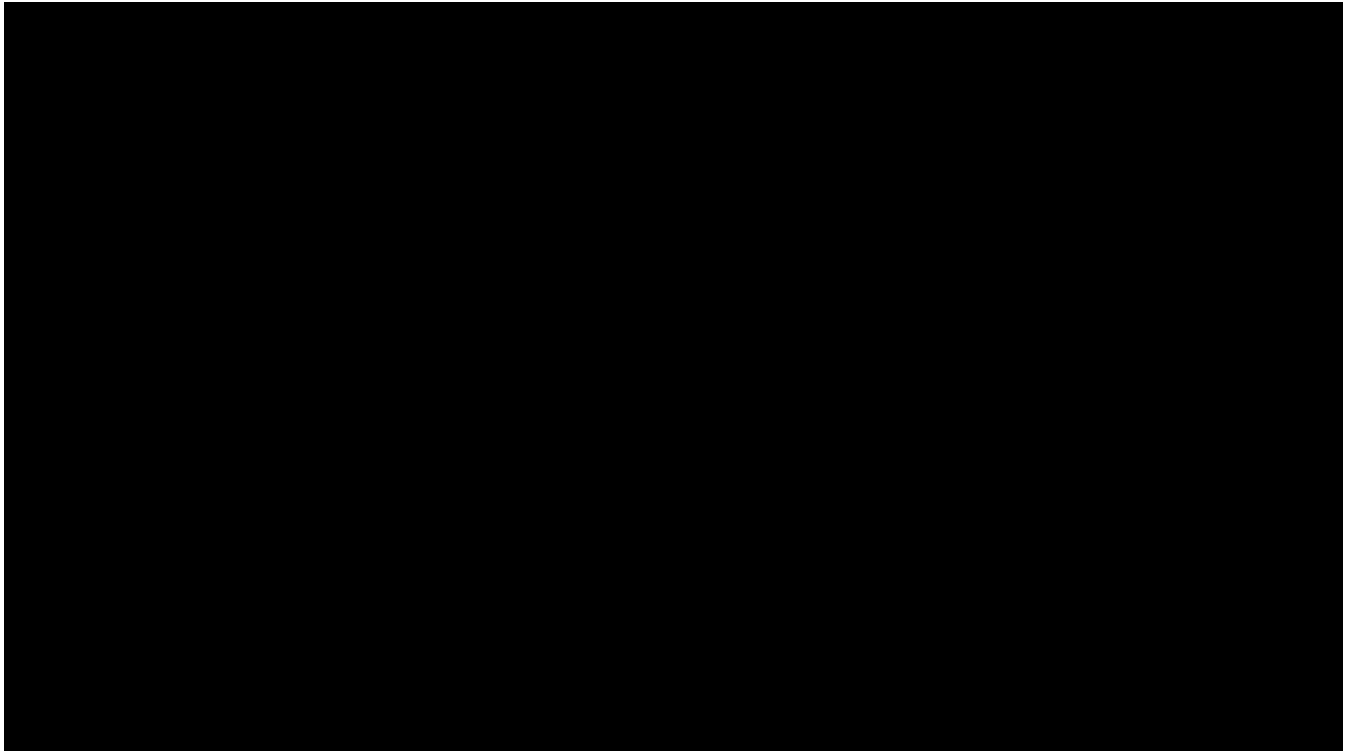


Figure 2: Sergeant Approval Queue on a Desktop Computer



A handwritten signature in black ink, appearing to read 'A. Mata'.

Anthony Mata
Chief of Police

AM:SD:JT