

July 14, 2002

PATROL BUREAU MEMORANDUM NO. 02-13

SUBJECT: Field Services Bureau Report Replacement – Patrol Bureau Report

REFERENCE: Patrol Bureau Memorandum No. 02-12

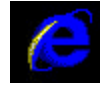
- A. Effective 07-14-2002, the Field Services Bureau Report for significant events will be replaced by the Patrol Bureau Report. The Patrol Bureau Report will be accessed from the department's internal web site. <http://internal.kcpd.org/patrol/>
- B. Should the department network not be functioning, the FSBR system will be utilized as a backup system only. The supervisor authorizing the FSBR will ensure the PBR is entered as soon as the system is functioning. Should this supervisor end their tour of duty prior to completion of the PBR, they will ensure that the PBR is completed by the desk sergeant or other supervisor as applicable.
- C. Paper distribution of these reports will cease. Any element that previously received a printed version of the FSBR will simply access the PBR system via the department's internal web site.
- D. Posting of events must be authorized by a supervisor.
- E. Supervisors will ensure that all reports related to a PBR will be completed and entered into the imaging system as soon as possible so that they may be accessed by members reading the PBR.
- F. The attached tutorial explains how to utilize the PBR system. It may also be accessed directly on the web site.
- G. The PBR is not considered an official report or part of any case file. It is for internal use only. No part of the PBR will be distributed outside of the department without prior approval by the Patrol Bureau Commander or the Chief of Police.
- H. A PBR will be used for **all** significant events as outlined in Patrol Bureau Memorandum No. 02-12. All vehicle pursuits, regardless of the duration, will be entered into the PBR system. During normal Patrol Bureau Office hours, the PBR system will still be utilized **and** the office will be notified by telephone.

Deputy Chief James D. Corwin
Commander
Patrol Bureau

DISTRIBUTION: Law Enforcement Personnel
All Department Elements
Post on bulletin boards for two weeks.

Patrol Bureau Report Tutorial

- 1 Access the departments internal web site from Internet Explorer
<http://internal.kcpd.org/main.htm>



- 2 Click on the button for [Patrol Bureau](#) on the left of the screen.



- 3 In approximately five seconds you will be taken to the Patrol Bureau Intranet Page. Click on the [Patrol Reports](#) graphic.
Note: Do not click on the words [Patrol Reports](#) on the left side of the screen, this is for the editing program which you do not have access to.



- 4 A screen similar to what you see below will be displayed.
PBR's will be listed in order of newest first. PBR's, after full implementation, will no longer automatically print out at the division stations.

Patrol Bureau Reports

Results Page | [Submission Form](#)

Record Number	Date	Time	CRN	Nature
3	05/08/2002	1010	N/A	Discharge of Firearm - K9
4	05/08/2002	0442	02-041198	Shooting: AGG Assault

- 5 To Submit a PBR, click on the [Submission Form](#) link on the top right of the page.
- 6 Fill in the blanks as indicated. Please place some data in each blank.
- A. **Date** event started. Use **only the format of XX/XX/XXXX to help in sorting the events.**
 - B. **Time** event started or officers arrived
 - C. **CRN** – If there is no CRN place N/A in space. If it is an outside CRN, place the CRN with the Agency Name. (example: Raytown 02-00001)
 - D. **Address of Event Start** (*Not necessarily the place officers were dispatched*)
 - E. **Address of Event End:** If the event started and ended at the same location, place SAA in Address of Event End.
 - F. **Nature:** Car Chase, Homicide, Suicide, Assault, etc
 - G. **Victim:** Full Name, R/S, DOB, Home Address, any other pertinent information.
 - H. **Suspect:** Full Name, R/S, DOB, Identifiers, Home Address, or any other pertinent information.
 - I. **Narrative** – Detailed account of the incident. Include the disposition of arrest with charges.
 - J. **Responding Officer(s) / Radio #'s** – All responding officers that participated in the event.
 - K. **Responding Element(s) / Radio #'s** – Any responding Elements other than the district officers.
 - L. **Video** – Check yes or no if any videotape is involved.
 - M. **Video Type** – Car, Wagon, Detention, Sally Port, etc.
 - N. **Car # - Tape Number – Counter Start:** If applicable.
 - O. **Other:** Any other pertinent information
 - P. **Sending Supervisor**

- 7 Click O.K. to Submit, Reset to Clear all fields.



- 8 The screen should change and show what the PBR will look like in published form. Clicking on [Return to the form](#) returns you to the template to enter another PBR.

- 9 This completes the entry into the PBR system. If you wish to review it, return to the [Patrol Bureau Page](#) to review. If a mistake is entered, or a bug is discovered, notify the Patrol Bureau Office by telephone.