

- If the suspect committed felony and misdemeanor offenses, refer all offenses to the Snohomish County Prosecutor's Office for filing. **DO NOT file misdemeanor charges.**

**Probable Cause Narratives**

In an effort to reduce the amount of time spent on reports, the Snohomish County Jail C.O.T.S. probable cause information may be transferred (i.e., cut and paste) onto an Everett Police Department Incident Report form, to be utilized for the narrative of the report. The C.O.T.S. probable cause form may not be used to supplant the EPD Incident Report. The incident Report face sheet is still needed. Officers will ensure that all information is included in the report. An additional supplemental report(s) is necessary when P/C forms do not contain all the pertinent information required for prosecution.

*See Superforms for Booking paperwork 2.08*

*Delete*

*THIS CONFERS w/ 2.08  
Report / C.O.S  
Procedures*

**Public Disclosure of Reports**

All requests for police records are handled by the Custodian of Records, Support Services. Exceptions to this rule are "at the scene" reports. These are those drivers of vehicles directly involved in a collision, and those who are witnesses, victims or owners of property damaged from a collision. If you are investigating, they too are "interested parties."

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Officers may not release complete reports for follow-up etc.

**Example:** Single vehicle veers off road and strikes a security guard who is employed by the Port of Everett, and asks for a copy of the report for his/her supervisors. In this example the security guard is entitled to a copy of the report and is considered an "interested party."

*" INSERT  
See 2.08 Booking paperwork - Superforms  
Thank you! Support of*

The only other time an officer may distribute copies of his/her report is to a **mental health professional.**

There must be an active investigation of a mental health concern or involuntary commitment.

These reports are to be released by the officer(s) to a verified mental health professional "on scene" only. Officers must note in their reports the Mental Health Professional's name and the date and time the report was release.

*Done - yk109 ✓*

Section 19 Online Reporting  
Chapter 19.11 System

I. POLICY

It is the policy of the Everett Police Department to provide Community Online Reporting Services to the citizens of Everett.

II. PURPOSE

Establish guidelines and procedures to determine when the Community Online Reporting System will be used.

III. PROCEDURE

The City of Everett offers a Community Online Reporting System. The Community Online Reporting System allows any citizen with Internet access to file an Everett Police Department Online Incident Report. For citizens who do not have Internet access the City of Everett provides two Internet Kiosk locations; The Police Department, North Precinct, 3002 Wetmore and the South Precinct, 1121 S.E. Everett Mall Way during normal business hours.

Citizens are referred to the Community Online Reporting System by Police Department Personnel and 911 operators. The City of Everett Police Department website address is [www.everettpolice.org](http://www.everettpolice.org) and go to File Online Report.

A. The following are the criteria for filing an Everett Police Department Community Online Report:

1. This is not an emergency.
2. This incident occurred within the City Limits of Everett.
3. There are no known suspects.
4. The citizen has a valid e-mail address.

B. Examples of acceptable Online Reports may include, but are not limited to the following:

1. Abandoned Vehicles
2. Crime or Drug Tips
3. Graffiti Tagging
4. Lost Property

5. Supplemental Follow-up Reports
  6. Theft
  7. Theft from Vehicle
  8. Vandalism (Criminal Mischief)
- C. Police Department Personnel will advise the citizen of the e-mail address ([www.everettpolice.org](http://www.everettpolice.org)) and how to file the Online Report. If Dispatch has assigned an incident number the citizen will be advised to put the incident number in the narrative section of the report. Officers should advise the citizens how to use the Online Report System to add supplemental follow-up information on calls such as burglaries. The officer will provide a business card and the case number.
- D. Once the report is entered the system will create a temporary report number. The citizen may print a copy for their records. The information entered by the citizen online is forwarded electronically to the Customer Service Unit for review.
- E. The Customer Service Unit will process the electronic information as follows:
1. The report is reviewed and processed with five business days. The report is approved or rejected.
  2. If rejected and e-mail is sent to the reporting party providing the reason for rejection.
  3. If approved the report is assigned a Case Number and an e-mail will be sent to the reporting party.
  4. The report is printed from the online module.
  5. The report is turned into the Records for data entry.
  6. If needed the report is referred to other units within the police department for review.
  7. If stolen property is submitted and includes a serial number the serial number is entered into the WACIS/NCIC system by Records Personnel.
  8. If information received from a citizen would lead to a possible suspect the citizen would be contacted and advised to call 911 to have an officer respond.
  9. The reviewing officer will make additions and changes to the report such as:

- a. Attaching the Case Number
  - b. The proper classification of crime.
  - c. The Offense Code.
10. The reviewing officer may also request more information from the reporting citizen.

#### IV. SNOPAC 911 CALL TAKERS RESPONSIBILITIES

- A. When the Snopac 911 Call Taker receives a call from a citizen wishing to report an incident, the Call Takers will determine if the call falls within the criteria for a Community Online Reporting System. If so, the Call Taker shall:
1. Inform the caller they may file an Online Report, which allows them to file the report immediately, as well as print a copy of the report for free.
  2. Advise the caller of the Everett Police Department website address: [everettpolice.org](http://everettpolice.org) and go to File Online Report.
  3. Provide the caller with the incident number.
  4. Should the caller request an officer the normal Snopac procedure shall apply.
  5. The calls are logged under the Type Code "MAILIN" because it already exists.

~~See Snopac Procedure on page 5~~

next page

# Everett Police Department



## Online Reporting System ~~Standard Operating Procedures~~

## MAIL IN INCIDENTS

### MAIL-IN INCIDENT

### MAILIN

### Priority 4

Incidents specified by jurisdiction in which a report form is mailed to the victim or the victim is referred to an on-line reporting system, with an assigned incident number allowing the victim to provide the jurisdiction with complete details about the incident.

#### CALL PROCESSING CRITERIA:

1. Mail-in reports will only be processed for the following priority 4 incidents:

Theft/ Vehicle Prowl (Includes Tabs only)	THEFT
Vandalism/Malicious Mischief/Destruction of Property	MAL
Lost Property	PROP
Abandoned Vehicles* (Everett PD ONLY)	ABAND

(\*Abandoned vehicles must be checked for stolen status prior to referring the RP to the EPD on-line reporting system).

**NOTE: Mailins must be incidents involving no suspect, witness or evidence information. Does not include any reports of stolen/lost guns, any motorized and/or licensed vehicles or lost/stolen checks or credit/debit/ATM cards.**

#### **IF MAIL-IN CRITERIA IS DETERMINED, PROCEED AS FOLLOWS:**

1. MAIL-IN incidents are processed for SCSO and Everett PD jurisdictions only.
2. Advise the complainant that their report may be handled by a MAIL-IN incident report for SCSO or an On-Line incident report for Everett PD.  
If RP accepts: Proceed to step 3.  
If RP will not accept: Create an appropriate police incident for dispatch of an officer.

**NOTE: Refer any questions or concerns about this process to the duty patrol supervisor.**

3. Create a CAD incident using type code MAILIN.
4. The first entry in CAD text should be the appropriate Police Event Type Code, then enter details of the incident.
5. Use RP Address field to record complainant mailing address information and include the ZIP code (if the zip code doesn't fit in the address field include it in the text).
6. For SCSO, tell the complainant, "WE WILL ADVISE SHERIFF'S OFFICE AND THEY WILL BE SENDING YOU A REPORT FORM TO COMPLETE AND MAIL IN".  
For Everett PD, tell the complainant, "YOU WILL NEED TO GO TO THE EVERETT PD ON-LINE REPORTING SITE AT [www.everettpolice.org](http://www.everettpolice.org) AND GO TO THE LINK FOR ON-LINE REPORTING". The citizen **MUST** have a valid e-mail address.
7. Give the incident number to the complainant for contact/follow-up with the jurisdiction.  
For Everett PD on-line reporting, request that the caller include the incident number in the text of the on-line report.
8. Enter the incident (NOTE: MAILIN incidents are automatically sent to pre-designated CAD history files).

**INFORMATION/TRAINING MEMO**

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**SUBJECT: EVERETT PD ON-LINE REPORTING SYSTEM**

Everett PD has initiated an on-line reporting system for citizens to report non-emergency incidents. Processing of these incidents will closely mirror the SCSO 'MAILIN' policy. Attached is a copy of the Call Processing Guide update with the changes highlighted. Also attached is the Everett PD internal SOP.

The criteria for On-Line reporting are the same as SCSO Mailin reports with one additional type of incident. Abandoned vehicle reports will also be processed as an On-Line (MAILIN) report, after checking the vehicle for stolen status. It is also required that the RP must have a valid e-mail address.

SNOPAC will enter EPD On-Line reports as 'MAILIN' incidents in CAD. The complainant will be told, "YOU WILL NEED TO GO TO THE EVERETT PD ON-LINE REPORTING SITE AT '[www.everettpolice.org](http://www.everettpolice.org)' AND GO TO THE LINK FOR ON-LINE REPORTING".

Give the incident number to the complainant for contact/follow-up with the jurisdiction. For Everett PD on-line reporting, request that the caller include the incident number in the text of the on-line report.

This new procedure is effective immediately.

The Call Processing Guides have been updated.

As always, if you have any if you have any questions or need clarification please contact your Supervisor.

**cc: TEH, TRG, ASB, DLK, KJD, KAC, SOP, POSITION CONTROLLERS**

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### MAILIN

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