

Policy Number: 06-003

Lucas County Sheriff's Office
Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: RECORDS

**CITIZEN ONLINE POLICE REPORTING SYSTEM
(COPRS)**

I. PURPOSE

The purpose of the Citizen Online Police Reporting System (COPRS) is to allow citizens in areas patrolled by the Lucas County Sheriff's Office the convenience of making a police report, for certain non-violent offenses, from their own electronic device online, saving them time, and resulting in increased time on patrol for deputies assigned to patrol those areas.

II. POLICY

The Lucas County Sheriff's Office through the Northern Ohio Regional Information System (NORIS) will provide and manage access to the Citizen Online Reporting System on the Lucas County Sheriff's Office web page. Once an online report is submitted it will be reviewed by a law enforcement officer to make sure that it meets the established criteria for online reporting, which will be listed when a citizen accesses the system, and that all of the necessary information for a complete report is present before approval. Once approved, the citizen will have access to their report through the system, and it will be available to law enforcement.

A. REVIEW AND APPROVAL

The primary responsibility for review and approval of all COPRS reports will belong to the sergeants assigned to the Lucas County Sheriff's Office Records Section. Each shift sergeant will log on to COPRS through the Regionwise system and review submitted reports at least once during their shift. Field Operations command staff will also have access and the ability to approve COPRS reports if there is a need.

B. DISPOSITION OF REPORTS

Once approved in the system, the reporting person is notified through the system by email and a copy will be available to them electronically.

All reports will be reviewed by the Captain of the Law Enforcement Bureau, or his designee, and may be assigned for follow up investigation. If no follow up is necessary, the report will be listed as informational in nature, and maintained in the Lucas County Records System, the same way a traditional report is handled.