

## Brief reason for the revision:

To improve efficiency when title code reclassification is appropriate.

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## 403 Follow-Up Investigations

### 403.3 CASE ASSIGNMENT AND RESPONSIBILITY

#### 403.3.3 TITLE CODE RECLASSIFICATION

With the exception of (c) 1 below, employees outside of Central Records who do not have the responsibility of Uniform Crime Reporting UCR reporting or Incident Based Reporting (IBR) edits  
~~Employees shall not delete or change a title code associated with Homicide, Felonious Assault, or Sexual Assault from a Part I UCR crime to a Part II UCR crime on any incident report on any incident report after it has been saved and routed, once the report comes out of report review, without the signed approval of the appropriate unit supervisor.~~

- (a) This order is only intended to prevent serious ~~Part I~~Group A UCR crimes from being dropped to a less serious ~~Part II~~ UCR crime or to a non-offense without proper review. ~~after a report comes out of report review.~~
- ~~(b) This order does not prevent title code(s) being changed:~~
  - ~~1. From one Part I UCR crime to a different Part I UCR crime; or~~
  - ~~2. From a Part II UCR crime to a Part I UCR crime; or~~
  - ~~3. To any UCR classification, prior to the report coming out of report review (i.e. a dispatcher may, upon request, correct/update the title code on a dispatched call if an officer discovers the incident is different from the original call).~~
- ~~(e)~~(b) Nothing in this order prevents adding title codes to a report at any time if the investigation supports the need for additional title codes.
- ~~(d)~~(c) Supervisors over a unit that has ownership of the title code needing to be changed may make changes to their own title codes upon their initial review and case assignment. Any changes made shall be based on the totality of facts known at the time of their initial review. Subsequent to this,  
~~E~~employees who discovers a Part I UCR Homicide, Felonious Assault, or Sexual Assault crime that needs to be reclassified as a Part II UCR crime shall use the following procedure to request a title code change:
  1. Employee wanting to reclassify a title code shall do so by submitting the request by email to the supervisor over the unit that has ownership of the title code.
    - (a) Employees who originate a reclassification request shall document the reason(s) for the title code change in a supplement of the incident report and include a reference to the title code change in the 'notes' section.
  2. Upon receiving notice of the title code change request, the unit supervisor will review the request and electronically document their agreement or disagreement with the request in the "notes" section. The ~~T~~title code change requests approved by the unit supervisor must then be forwarded to the Central Records Manager for review.