



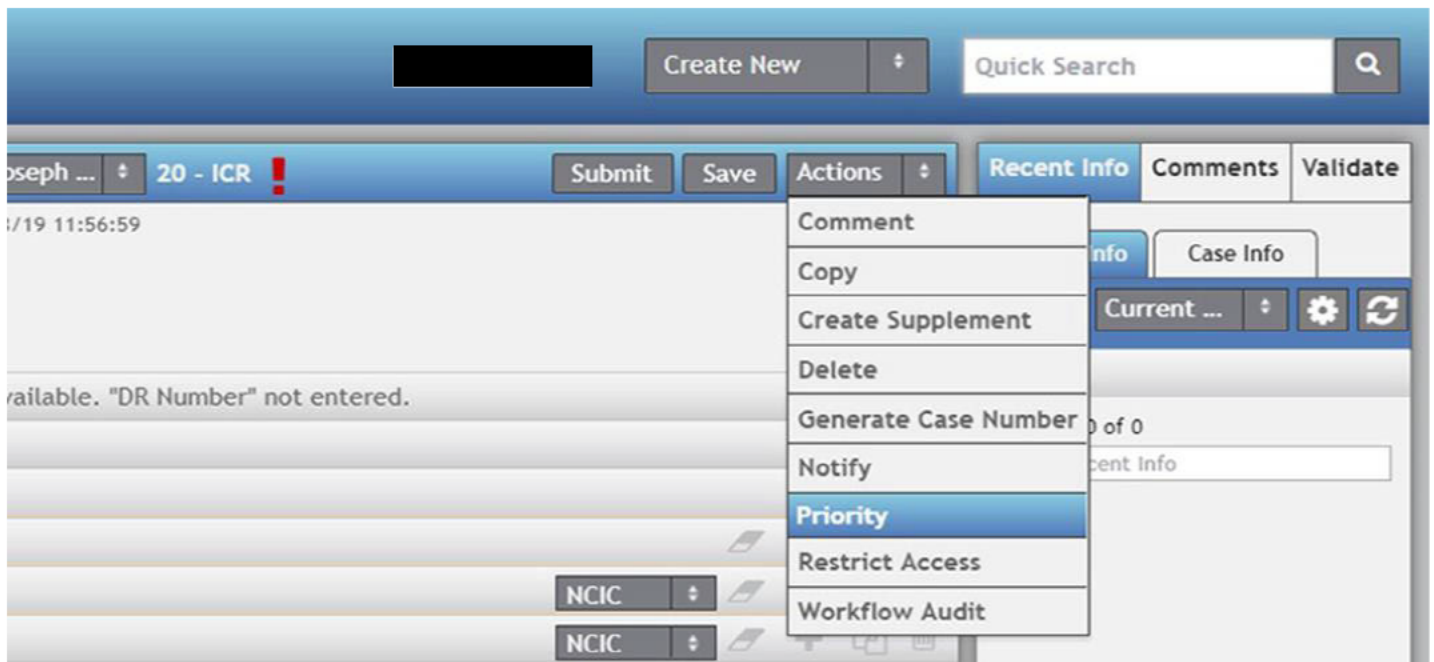
Priority Reports - New Definition

All reports submitted for an In-Custody, Cite and Release, and Electronic Direction for Complaint (EDC) filing **MUST** be marked as a priority in FBR. Priority reports include all cases where a suspect is in custody and booked into any custodial facility such as jail, juvenile hall, or a mental hospital. This includes cases where the suspect will be cited and released. This will also apply to all reports that are being submitted for criminal filing regardless of the suspect's custody status. When possible, all reports should be approved by records prior to filing in EDC.

When a report is marked as priority in Field Based Reporting (FBR) it expedites the review process for Sergeants and the Records Statistical Unit (STATS). This helps ensure that the report workflow is completed prior to the final submission to the District Attorney's Office. Court requirements make the submission extremely time sensitive.

How to Mark a Report as a Priority in FBR

Open the **Actions** menu on the top right of your report and select **Priority**. You will immediately see a red exclamation mark on the top of your report next to the case folder menu. This icon indicates the current report has been marked as a priority report.



For any questions or concerns regarding Field Based Reporting please email [REDACTED]

