

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 7**

**May 3, 2019**

**SUBJECT: COMMUNITY ONLINE REPORTING SYSTEM – ESTABLISHED**

**PURPOSE:** The purpose of this Order is to establish Department Manual Section 4/274.25, *Community Online Reporting System*. The Community Online Reporting System will allow the community a convenient means of reporting certain crimes online.

**PROCEDURE:** Department Manual Section 4/274.25, *Community Online Reporting System*, has been established and is attached.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



**MICHEL R. MOORE**  
Chief of Police

**Attachment**

**DISTRIBUTION "D"**

**DEPARTMENT MANUAL**  
**VOLUME IV**  
**Established by Administrative Order No. 7 , 2019**

***4/274.25 COMMUNITY ONLINE REPORTING SYSTEM.*** *The Department has established the Community Online Reporting System (CORS) to enhance public service delivery through the use of technology. The provisions of this service will provide a convenient method for the public to report crime to the police. The CORS can only be utilized to officially report certain types of crimes which are listed on the Department's public website.*

*When an individual makes direct contact with an officer of the Department – in person or telephonically – and wishes to make a report, officers should make every effort to accommodate the community member at that time and complete the requested report. While officers are not prohibited from educating community members about additional reporting options, especially for telephonic requests, officers may not mandate a community member to use online reporting. Officers shall be mindful that it is detrimental to the Department's goal of building community trust when community members are discouraged from seeking in-person service.*