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Directive Amended: 2013-09-19

1. In accordance with ch. 17.8., sec. 3., an SB/OR report must be initialized before the end of your shift. To initialize a report, you are only required to completely fill the **Occurrence** tab of the SB/OR report, i.e the first page of the report, and select the **Initialize Report** button. You must complete and attach the report to the Records Management System (RMS) and/or operational file within 48 hours of the incident.

2. Access the SB/OR database through the RCMP Infoweb **Police Only Tools** and the Secure Access Portal.

2. 1. Select **Create New** to open a new report. An SB/OR report number will not be assigned until the **Occurrence** tab is completely filled and the **Initialize Report** button is selected; or

2. 2. To access reports already initiated or completed, select **My Inbox** or **My SB/OR**.

3. Complete and save each page/tab of the report.

3. 1. If all the pages/tabs have not been completely filled, when you go to the **Complete** tab, you will receive a warning identifying the information that is missing or invalid:

e.g.

SB/OR cannot be completed. (The following fields are missing or invalid):
SB/OR is missing the environment information.
SB/OR is missing the subject information.
SB/OR is missing the event information.

4. When the report is finished, go to the **Complete** tab.

4. 1. Select **Preview PDF** to preview your report before completion. A PDF of the report will be generated containing the watermark "PREVIEW PDF - FOR SUBMITTING MEMBER REVIEW ONLY - NOT COMPLETE".

4. 2. Confirm all elements of the Completion Checklist have been met.

4. 3. Once satisfied with the content of the report, select **Complete SB/OR**. This will complete and lock the report, allowing the report to be reviewed by your supervisor.

5. Attach the completed SB/OR report to your RMS and/or operational file. This is not done automatically. The report can be printed.

6. Ensure that the SB/OR UCR survey code 8999.3069 is added to the PROS file (PRIME - Special Study Flag (i.e. SY, SN)).

7. The supervisor identified on the report will receive an e-mail notification that a completed SB/OR report that requires his/her review.

8. If the supervisor requests amendments, he/she must:

8. 1. select the **unlock** icon; or

8. 2. select the **Return to Submitting Member for Amendments** button within the SB/OR database so that you can make any necessary revisions. You will receive an e-mail notification that the report has been returned.

9. Review your supervisor's comments on the RMS/operational file and follow steps 2 to 6 to complete any necessary revisions. Changes cannot be made to the report within PROS/PRIME. They must be made on the SB/OR database.

9. 1. Each time a report is locked, a sequential revision number is assigned in the top right corner of the first page in the PDF report, e.g. **Original**, **Revision**.

NOTES:

1. All revisions of a completed SB/OR must be saved and/or attached to the RMS or operational file. For court purposes, members may be required to articulate any revisions to an SB/OR report.

2. Reports completed/amended before November 9, 2011 are recorded as Revision 1 for the Original, and Revision 2, 3, etc., each time the report was subsequently locked.

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