Royal Canadian Mounted Police Gendarmerie royale du Canada

Canada



# OM - App. 17-8-2 - SB/OR Review Process - Supervisor

Back to chapter

**Directive Amended: 2018-06-08**

1. As per OM ch. 17.8., Subject Behaviour/Officer Response Reporting, sec. 3., review reports for completeness and document your approval on the RMS/operational file in a timely manner.

2. The supervisor identified on the SB/OR report will receive an e-mail notification when a member:

2. 1. initializes an SB/OR report; and

2. 1. 1. e-mail notifications will continue weekly until the member completes the report.

2. 1. 2. completes an SB/OR report.

2. 1. 2. 1. E-mail notifications will continue weekly until the report is reviewed by the supervisor.

3. Access the SB/OR database through the RCMP Infoweb Police Only Tools.

4. To locate an SB/OR report for review, there are various options:

4. 1. “My Inbox” will provide a list of SB/OR reports that require your action;

4. 2. “My SB/OR” will provide a list of all SB/OR reports on which you have a role; or

4. 3. “Search” will allow you to enter your HRMIS# in the Supervising Member HRMIS field.

5. Once you have located the report, select “Complete – Pending Review”. This will only appear if you have been identified as the supervisor on the report and the submitting member has completed the report according to App. 17-8-1, SB/OR Completion Process - Member.

6. Upon review of the SB/OR report; either

6. 1. confirm that all elements of the supervisor checklist have been met and document your review on the SB/OR database by selecting “Reviewed”; or

6. 2. if amendments are required, proceed as follows:

6. 2. 1. prior to unlocking or returning, ensure that the version of the report has been attached to the RMS and/or operational file.

6. 2. 2. within the SB/OR database, select "Return to Submitting Member for Amendments" or select "unlock".

6. 2. 2. 1. The report will be unlocked and an e-mail notification will advise the submitting member that the report has been returned.

6. 2. 2. 2. Document your comments and/or rationale for unlocking the report on the RMS/operational file.

7. Once the submitting member addresses the amendments and completes the report, follow sec. 3. to 6. again until the report is approved.

7. 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 1.

NOTE: Reports completed or amended before 2011-11-09, are recorded as Revision 1 for the Original, and Revision 2, 3, etc., each time the report was subsequently locked.

Back to chapter

Date Modified: 2018-06-08