

**TITLE:  
COPLOGIC/ONLINE REPORTING PROGRAM**

**CODIFIED:** 68.2  
**EFFECTIVE:** 1/23/17  
**RESCINDS/AMENDS:** SOP  
**PAGES:** 2

**PURPOSE**

The purpose of this policy is to outline the goals, objectives, procedures, and responsibilities of the COPLOGIC Online Reporting Program of the Santa Fe Police Department. This includes Dispatchers responsibilities, the Sergeants responsibilities when reviewing online reports, and the Program Administrator’s responsibilities.

**DISCUSSION**

These policy and procedures are applicable to any effort by the City of Santa Fe or its employees to provide a quick and more efficient way for the public to report certain misdemeanor crimes.

**POLICY**

The City of Santa Fe COPLOGIC Program is an on-line reporting system for specific law enforcement reports/crimes with NO suspect information and is NOT in progress at the time the call for service comes in.

**PROCEDURE**

68.2.01 Should an event arise that is not covered in the policy and procedures, a report will be taken by an actual officer.

**CRITERIA FOR COPLOGIC**

68.2.02 Calls listed below qualify for the use of COPLOGIC, understanding that there is NO suspect information:

- Theft
- Graffiti
- Vandalism
- Motor Vehicle Crash
- Lost or Missing Items
- Harassing Phone Calls
- Can also supplement an existing report in COPLOGIC provided that the new information is not suspect information where no previous suspect information was available.

**DISPATCHERS PROCEDURES**

**Call takers will offer callers COPLOGIC for some types of complaints:**

68.2.03 In the event the caller has NO suspect information and the incident is NOT in progress, call takers will offer COPLOGIC to 911 callers for certain types of complaints. The list of approved complaint types is maintained in CAD, under COPLOGIC Narrative.

**Call takers will refer the caller if they agree to use COPLOGIC:**

68.2.04 When a caller agrees to use COPLOGIC, the call taker will refer the caller to the COPLOGIC website.

68.2.05 Call takers will instruct callers, “Go to santafenm.gov and in the search bar enter *coplogic.*”

**Call takers will process call if caller does NOT want to use COPLOGIC:**

**68.2.06** When a caller does **NOT** want to use COPLOGIC, or lacks the web access necessary the call taker will process the call per normal call processing procedures for that event type.

**Call takers will not offer COPLOGIC if the original report was not filed in COPLOGIC:**

**68.2.07** Call takers will not offer COPLOGIC in the cases of a supplemental report if the original report was taken by an officer.

**68.2.08** In the event the call takers are unsure of the use of COPLOGIC for a particular call they contact the On Duty Supervisor for guidance.

#### **PATROL COMMANDERS RESPONSIBILITIES**

**68.2.09** The On Duty Commander will advise dispatch when guidance is sought on whether or not COPLOGIC should be utilized.

**68.2.10** In the event that there is any doubt on the use of COPLOGIC an officer will be dispatched and a report will be taken via normal call processing procedures for that event type.

**68.2.11** All Patrol Commanders, Lieutenants and Sergeants are responsible for checking reports on COPLOGIC.

**68.2.12** All Patrol Commanders, Lieutenants and Sergeants have the ability to check reports, print reports, export reports and either accept these report into the system or reject them because they fail to meet the criteria for COPLOGIC.

**68.2.13** No Patrol Commanders, other than the Administrator, has the ability to delete or modify a report in COPLOGIC.

#### **ADMINISTRATORS RESPONSIBILITIES**

**68.2.14** Administrator for the COPLOGIC program will be a lieutenant or above. The Chief of Police will have final approval for designee.

**68.2.15** Administrator is responsible for adding Patrol Commanders who did not have access to COPLOGIC.

**68.2.16** Administrator will maintain the program and ensure that only current COMMANDERS that are employed with the Santa Fe Police Department have access to the system.

**68.2.17** Administrator will update the system as necessary should a commander retire or be otherwise unemployed by the Santa Fe Police Department.

**68.2.18** The Chief of Police or their designee will also have the authority to restrict access as they see fit.

**68.2.19** Administrator will provide monthly reports known as COPLOGIC ONLINE REPORTING STATISTICS. These reports not only show the amount of each call type that was handled by COPLOGIC but also provide an annual estimated savings year to date both in time and money.

**68.2.20** Administrator will liaison with the representative of the parent company that facilitates the web service known as COPLOGIC.

**68.2.21** Administrator will forward invoices to the Fiscal Administrator for payment in a timely manner as to not incur any possible late charges.

APPROVED: \_\_\_\_\_

**Patrick Gallagher**  
Chief of Police

DATE: \_\_\_\_\_