

- (b) query and confirm that all appropriate transactions in respect of the Occurrence Report have taken place on the C.P.I.C. system;
 - (c) cause erroneous or deficient items to be corrected promptly by submitting a follow-up; and,
 - (d) notify Records Services, either through D.D.E./D.D.S. to change the status of an individual, vehicle or property.
4. The Records Supervisor(s) shall be responsible for:
- (a) the D.D.S. Administrative Terminal to assist with workflow management.
 - (b) using his/her discretion to determine when an Occurrence may be entered by live entry; and,
 - (c) notifying the Staff Sergeant of any problem Occurrences (e.g. inaudible, wrong Occurrence number, incident/occurrence locations/task numbers not matching up).
5. Records System Operators shall:
- (a) accurately enter Occurrence information into Niche;
 - (b) assist reporting members with the completion of Occurrence Reports;
 - (c) ensure that the correct classification for people/vehicles and property is entered on the template of an Occurrence and modify the classification according to any Follow-up Report submitted; and,
 - (d) ensure that the Occurrence Report is tasked correctly to the Review unit, using an existing "Initial Report" or "Review" task, or by creating a new "Review" task assigned to the "Review" unit.
6. All reports added to the system are automatically placed on the review work list and deleted from D.D.S..
7. The Records System Reviewers shall:
- (a) select individual reports from the Review Unit task list starting with tasks that have been assigned the highest priority;
 - (b) review and audit the reports to ensure that they conform in content and format with U.C.R. and U.C.R.2 requirements, applicable statutes, P.R.P. Directives and, C.P.I.C. Policies and Procedures;
 - (c) upon review of the reports, create and complete the U.C.R. incident, and if applicable the Stats Classification and Stats Classification local tab;
 - (d) work-flow Occurrences electronically to the appropriate area(s) for acceptance by a Supervisor and any required follow up investigation;
 - (e) after reviewing the reports, electronically forward:
 - (i) any Occurrence and/or Follow-up Reports containing information that is required to be entered, modified, or removed from the C.P.I.C. system to the C.P.I.C. Unit for their action; and,
 - (ii) any Occurrence and/or Follow-up Reports involving missing persons or stolen vehicles to the Communications Centre printer for the purpose of a "10-70" broadcast; and,
 - (f) assign reports submitted by officers belonging to specialized divisional units (e.g. School Liaison, Bicycle, etc.) to the generic designation "NP" of the appropriate division. No other designation shall be used for these reports; and,