

6. The C.P.I.C./Records Systems Operators shall complete the appropriate C.P.I.C. entry unless otherwise specified by an officer of the rank of Staff Sergeant/Detective Sergeant or higher.
7. In certain circumstances an officer, for reason of confidentiality or security, may wish to delete data from an Occurrence that has already been entered in Niche. The Officer shall obtain approval from an Officer of the rank of Staff Sergeant/Detective Sergeant or higher.
8. The authorizing officer shall contact the on-duty D.D.E. Supervisor advising that the synopsis is to be removed.
9. When advised that the synopsis is to be removed, as outlined in section G.8 of this directive, the D.D.E. Supervisor shall:
 - (a) arrange for the prompt deletion of the synopsis, (and if required, from the Court Folder), subject to a print out of the respective synopsis first being made for reference purposes;
 - (b) make a notation in the synopsis indicating "for further details, see O.I.C., Records Services"; and,
 - (c) submit the synopsis to the O.I.C., Records Services for safe keeping.
10. The O.I.C., Records Services shall ensure each synopsis, which has been removed from the system, be reviewed quarterly to establish whether the information contained in the synopsis is appropriate for re-entry onto the system.

H. Occurrence Report Distribution

1. Records System Reviewers shall forward Occurrence Reports to the appropriate Criminal Investigation Bureau.
2. Urgent matters which in the opinion of a Records System Reviewer require "further and immediate uniform action" shall be assigned by the Records System Reviewer to the appropriate division.
3. All other matters shall be work-flowed by a Records System Reviewer to the platoon of the submitting officer.
4. Further distribution of Occurrence Reports as specified in P.R.P. Directives relating to the Occurrence type shall be distributed in accordance with the task list identification indicated
5. Reports submitted by a Citizens' Reporting Centre need **not** be assigned to a division or platoon unless they report an urgent matter which in the opinion of a Records System Reviewer requires "immediate uniform action". C.R.C. Reports shall be assigned to a Criminal Investigation Bureau, as appropriate.

I. Reworked Occurrence Reports

1. Members responsible for maintaining a work list shall bring reworked Occurrence Reports to the attention of the submitting officer or member and shall be responsible for ensuring that such Occurrence Reports are corrected and re-submitted in a prompt and timely fashion.