Incident Report Only (IRO) Policy

343.1 PURPOSE AND SCOPE
Police personnel frequently respond on incidents of a minor nature that can be resolved with no further police action being required. In order to expeditiously document these minor events where no further police action is required, reasonably anticipated or necessary and does not involve City liability, personnel may utilize the method of reporting known as "Incident Report Only" or "IRO." Assigned personnel shall determine if the incident falls into the above-described category. If so, a written report need not be submitted, personnel will utilize approved classifications.

Personnel shall include via the radio and/or with an MCT entry to be documented in the incident history. The MCT entry into the call history will provide the rationale for the call disposition for reference, and allow for more meaningful information when calls with "Resolved" dispositions are examined for review or statistical purposes.

343.2 IRO CLASSIFICATIONS
(a) When the police employee completes the investigation, he/she shall notify the Communications Section personnel of the proper classification that the incident is an "IRO", usually by the following classifications:

1. Resolved
2. Unable to locate - "UTL"
3. Gone on arrival - "GOA"
4. Unfounded

343.3 IRO DOCUMENTATION
The police department employee completing any investigation that results in an IRO Classification shall obtain complete and sufficient pertinent information so that a comprehensive report can be written if requested or necessary at a later date.

343.4 REFERENCE
For other IRO dispositions contact the Communications Section Administrator

POLICY MODIFIED: 8/17