ISR WORKFLOW

1. Preliminary (PRE)
   a. When an author begins an ISR and saves it, it will appear in "Preliminary" status.
   b. After saving, the author then may submit it, or may do so at another time before the end of the author's tour of duty.
2. Submitted for Cancellation (SCN)
   a. If an author creates an ISR in error, including in cases where the author accidentally creates a duplicate ISR, the author may submit that ISR for cancellation. Only ISRs in Preliminary status may be submitted for cancellation.
   b. ISRs that have been submitted for cancellation are sent to the Source Unit Supervisor to approve the cancellation.
   c. If the supervisor approves the cancellation of an ISR, it will appear in "Cancelled" (CNL) status. If a supervisor finds a cancellation is not warranted, the supervisor will place the ISR into Deficiency Rejection Review (REV) status.
3. Submitted (SUB)
   a. After completing the ISR, the author submits the ISR for review by a Source Unit Supervisor.
   b. After reviewing the ISR, the supervisor must place the report in one of the following statuses: Approved, Administrative Rejection, Deficiency Rejection, or Deficiency Rejection Review.
   c. The supervisor must complete the review by the end of his or her tour of duty.
4. Approved (APR)
   a. Approved ISRs are those reports submitted by the author and approved by the Source Unit Supervisor.
5. Administrative Rejection (REJ)
   a. Administrative Rejections are those ISRs rejected by the Source Unit Supervisor for an error such as a clerical mistake or simple omission.
   b. The supervisor returns the ISR to the author for correction and resubmission.
   c. Once corrected, the author resubmits the ISR to the supervisor for review.
   d. After reviewing the ISR, the supervisor must place the report in one of the following statuses: Approved, Administrative Rejection, Deficiency Rejection, or Deficiency Rejection Review.
   e. The ISR is Archived (CLD/ARC) in its form before any corrections were made.
6. Deficiency Rejection (DEF)
   a. Deficiency Rejections are those ISRs rejected by the Source Unit Supervisor for a substantive error, such as where the author has not articulated reasonable articulable suspicion for the investigatory stop or any protective pat-down, or

has not articulated probable cause for any search; or the hard copy does not match the submitted electronic version.

    b. The supervisor returns the ISR to the author for correction and resubmission.

    c. Once corrected (if possible), the author resubmits the ISR to the supervisor for review.

    d. After reviewing the ISR, the supervisor must place the report in one of the following statuses: Approved, Administrative Rejection, Deficiency Rejection, or Deficiency Rejection Review.

    e. The ISR is Archived in its form before any corrections were made.

7. Deficiency Rejection Review (REV)

    a. If a Source Unit Supervisor determines that an ISR (including an ISR that has been corrected and resubmitted) fails to state reasonable articulable suspicion for the investigatory stop and/or any protective pat-down or probable cause for any search, or that the ISR was created in error, the supervisor must place the ISR in Deficiency Rejection Review.

    b. The Integrity Unit reviews all ISRs placed in Deficiency Rejection Review.

    c. After reviewing an ISR placed in Deficiency Rejection Review, the Integrity Unit may:

        i. Determine that the ISR is consistent with Department policy and place it in Approved status.

        ii. Determine that the ISR is deficient but correctable and place it in Deficiency Rejection status. The ISR will be returned to the author for correction and resubmission to his or her Source Unit Supervisor.

        iii. Concur with the Source Unit Supervisor that the ISR is substantively deficient and cannot be corrected. In these circumstances, the Integrity Unit will place the ISR in Deficiency Rejection Review Final (FIN).

ISR Workflow

Legend:
- Integrity Section Actions (Def Rev Final)
- System Action (Archived)
- Supervisor Actions (Def Review)
- Author Actions (Preliminary)
- Moving Forward (green arrow)
- Going Backward (red arrow)

Workflow states:
- Def Rev Final
- Archived
- Approved
- Integrity Section
- Admin Reject
- Def Reject
- Def Review
- Cancelled
- Returned to Author for Correction
- Supervisor
- Approved
- Submitted
- Preliminary
- Submitted for Cancellation

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