

Report Preparation

325.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

325.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and reasonably free of errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

325.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

325.2.1 CRIMINAL ACTIVITY REPORTING

When an employee responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the employee is required to document the activity. The fact that a victim is not desirous of prosecution shall not be the sole determining factor when deciding whether to document an incident in a report. The following are examples of required documentation, unless deviation of this policy is approved by a supervisor:

- (a) In every instance where a felony has occurred, the documentation shall take the form of a written crime report.
- (b) In every instance where a misdemeanor crime has occurred, the documentation shall take the form of a written crime report.
- (c) In every case where any force is used against any person by police personnel.

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- (d) All incidents involving domestic violence.
- (e) Warrant arrests, out of state warrants will not be documented as warrant arrest but for the offense of fugitive from justice.
- (f) All arrests, including those that have been lapsed due to diminished probable cause.

325.2.2 NON-CRIMINAL ACTIVITY

Incidents that shall be documented using the appropriate approved report include:

- (a) Anytime an officer points a firearm at any person.
- (b) Any use of force against any person by a member of this department (see the Use of Force Policy).
- (c) Any firearm discharge (see the Firearms and Qualification Policy).
- (d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Person Reporting policy).
- (e) Any found property that meets the requirements of the Services Front Desk Manual Lost and Found Property procedure.
- (f) Any found evidence.
- (g) Any traffic collisions above the minimum reporting level or when either party requests a report.
- (h) Any traffic collisions where either driver leaves the scene or if a citation is issued.
- (i) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (j) All protective custody detentions.
- (k) Suspicious incidents that may place the public or others at risk.
- (l) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.
- (m) All METRO activations wherein Urbana participates or has an interest.
- (n) Anytime a vehicle is towed or impounded , a tow report shall be completed. An exception to this is a traffic accident where the tow is listed on the accident report; however, officers should be mindful of valuables inside the vehicle being towed and document if necessary.

325.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigation Policy. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how

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to proceed. The following cases shall be appropriately investigated and documented using the approved report:

- (a) Sudden or accidental deaths.
- (b) Suicides.
- (c) Homicide or suspected homicide.
- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

325.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs involving a police department employee. Additionally, reports shall be taken involving damage to certain City property.

- (a) If an injury occurs on duty the supervisor will complete the Employer's First Report of Injury or Illness form and Form 45 within 24 hours. The Department requires that this form be submitted prior to leaving the tour of duty when the supervisor learned of the injury or illness.
- (b) The City damage form shall be completed whenever damage is reported to City property that is not under the control of the police department, with the exception of police department vehicles.

325.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose.
- (b) Attempted suicide.
- (c) The injury is major/serious, whereas death could result.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

325.2.6 TELESERVE REPORTS

The following incident report categories have been designated for Teleserve diversion. If there is a suspect or the crime is in progress, a Patrol Officer shall be dispatched. The final decision as to whether a call meets Teleserve requirements rests with a supervisor.

- (a) All reports of bicycle thefts. This includes technical burglaries where the only item stolen is a bicycle(s) and there was no forced entry.
- (b) All other misdemeanor thefts.
- (c) All reports of drive-offs except when verified suspect information is available.

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- (d) All reports of lost property including license plates.
- (e) All reports of misdemeanor criminal damage.
- (f) Runaway/missing reports from Cunningham Children's Home (CCH) as long as foul play is not suspected.
- (g) Complaints of obscene or harassing phone calls.
- (h) Follow up reports documenting information by victims with additional information concerning property loss. In cases involving follow-up reporting of serialized items, the PSR is responsible for entering the articles in LEADS as soon as practical.

The Shift Supervisor shall review the Teleserve reports and they shall be held to the same standard as any other offense report.

325.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

325.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for departmental consistency.

325.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

325.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return the report to the reporting employee for corrections as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner and presented to the same supervisor, if feasible.

325.5 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Services Division for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Services Division may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.