

REPORTS

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-5-1	
<i>Special Instructions:</i> NONE		
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 2

I. PURPOSE

The purpose of this directive is to provide officers with the guidelines for completing and submitting reports.

II. POLICY

It is important that every assignment be recorded to protect the officer and the Department against accusations that improper action was taken or that too little effort was made to resolve a case. Reports become the official memory of a case for the Department and the result of an investigation. When preparing a report, it should be realized that any unsubstantiated statements of suspicion or opinion which are later proven incorrect could be detrimental to the prosecution of a case. A report as prepared and submitted, serves as a guide to superiors to supervise personnel in continuing the investigation; to evaluate an individual's work; to determine personnel training needs and to gain efficiency by continuously studying the reporting system with the objective of reducing paper workloads. Data extracted from reports serves as a valuable investigative, operational and administrative tool and is used for such activities as analysis of crime trends, gathering of intelligence information, determination of staffing and equipment needs and preparation of budget requirements. Therefore, it is the policy of this department that when directed by the guidelines set forth; or by the guidelines set by UCR system; or when directed by a supervisor, police reports will be complete and submitted as set forth in this policy.

III. PROCEDURES

- A. All reports must be completed and turned in within the below stated time frame with the express authorization for extension from the Chief, or a supervisor, with the rank of Sergeant or above;
1. Misdemeanor crime reports, property damage accident reports and all other routine police paperwork must be completed and turned in at duration of shift.
 2. Felony reports and personal injury accident reports must be completed and turned in at the duration of shift.
 3. In the event of an officer's extended absence from the department (a period of more than five calendar days) to include vacations, schools, etc., all paperwork will be completed prior to leaving.
 4. Reports not completed will be kept at all times in the bin designated "incomplete reports".

- B. Reports returned to an officer for correction must be corrected and turned in within the duration of shift.
- C. All reports, including photocopies of original reports, are the exclusive property of the Police Department and as such will not be removed from departmental premises by any officer except as necessary for the carrying out of Police functions; i.e., court appearances, intakes, follow-ups, etc.
 - 1. Under no circumstances will any original report, photocopy thereof, or official file or photocopy thereof, be taken home by any officer for any reason.
 - 2. All reports, files and copies thereof removed from departmental files by any officer will be returned to their rightful place immediately after the purpose for which they have been fulfilled.
- D. Late Reported Accidents
 - 1. Property Damage Accidents: No report will be taken if reported later than 24 hours.
 - 2. Personal Injury Accidents: No report will be taken if reported later than 48 hours.
 - 3. Fatal Accidents: There will be no time limit.
- E. Supplemental Reports
Supplemental reports will be submitted every three days on all active reports or until reclassified.
- F. The CJIS "LEISS" computer network will be used to complete and send crime reports, crime prevention checks and supplemental reports. Activity logs and other field reports will always include the date of incident on same.
- G. Once the field report is completed, it will be sent electronically via the LEISS system to the designated supervisor for his review. All documents/reports that are **not** electronically transmitted will be printed out and placed in the designated 'completed paperwork' bin for review/approval.

ORDERED and EXECUTED 15th day of April, 2013

Christopher Workman
Chief of Police