

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

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POLICE REPORT PROCEDURES**406.00 PURPOSE**

The purpose of this General Order is to establish procedures, which will ensure accountability for report numbers, writing of police reports and filing of reports.

406.01 POLICY

Reports will be generated in computer data format using the Departments Information Technologies Inc. system (I.T.I.). The exception to this will be those forms required by the State of Missouri to be completed in paper form. In order to guarantee that all reports are being written, forwarded and filed properly, the procedures outlined in this General Order will be used.

406.02 REPORTS

A. When Required: Officers are required to complete written police reports when the following incident(s) are reported:

1. violations of law or ordinance
2. arrests for any charge
3. use of force
4. motor vehicle traffic crashes as defined in General Order 486.00
5. protective custody
6. damage to city property
7. any situation which may result in civil action or complaint against the department

B. Forms to be used in field reporting: The police department utilizes the Information Technologies Inc. system (I.T.I.). All police incident reports and supplemental investigation reports will be written using the system. Some reports required by outside agencies are not part of the system and must be completed in paper form. These reports include the Alcohol Influence Reports, traffic summons, St. Louis County Evidence Receipt and detention forms. These paper reports are not in lieu of but in addition to a report created in the I.T.I. system.

- C. Information required in reports: The I.T.I. computer report system has required fields for data entry. In addition to completing these fields, an officer's narrative as to the nature, facts and officer actions are required in all reports.
- D. On certain types of minor incidents designated by the department, the officer may report the facts solely in the C.A.D. system.

406.03 POLICE OFFICER'S RESPONSIBILITY - Original Incident Reports

- A. Whenever an officer makes an arrest, responds to a call that requires a report or otherwise conducts an investigation, which requires a written report, he will obtain a "report" number from the dispatcher.
- B. The officers are held accountable for submitting a report for every report number they requests.
- C. Generally, officers are to submit their completed reports to their supervisors for *approval prior to terminating their tour of duty. This is accomplished by radio or e-mail notification to the supervisor that a numbered report is ready for supervisor review in the I.T.I. system.*
- D. Any report which involves a physical arrest MUST be submitted prior to the officer terminating his tour of duty.
- E. Officers will not be allowed to hold any unfinished reports on their last workday prior to their days off, a holiday off, or prior to their vacation.
- F. The officer, with the supervisor's approval, is allowed to submit a report the next day if the officer will be on duty and if there were extenuating circumstances, which did not allow him to complete the report on time.
- G. It is imperative that an officer handling an assignment makes the dispatcher aware of the exact nature of that assignment.
- H. Officers will scan attachments (i.e. photo, statements etc.) directly into the report through the I.T.I. system.
- H. If an officer finds that the nature of his assignment as dispatched is erroneous, he will reclassify it to its true nature and prepare the proper written report, or indicate the appropriate disposition code for his reclassified assignment. For example, an officer receives an assignment for an assault, which he determines is actually an accidental injury, would advise the dispatcher: "Reclassify my last assignment to an accidental injury."

- I. In the event that an officer has prepared a report on an incident and later discovers or is advised by a supervisor that the incident should be classified differently, the officer must make the appropriate reclassification.
- J. If an officer is not trained on the I.T.I. system, he may write his report by hand and forward it to the records division who will enter it into I.T.I. After entry, the officer will review the records entry in I.T.I. and advise his supervisor that the report is ready for approval.

406.04 OFFICER'S RESPONSIBILITY - Supplemental Reports

- A. Supplemental reports are reports written concerning an incident which has occurred in our venue and for which an original report number has already been issued.
- B. Supplemental reports should be written for the following:
 1. Additional information obtained concerning an original incident which has already been reported to our Department.
 2. All warrant applications.

406.05 SUPERVISOR'S RESPONSIBILITY:

- A. Supervisors will ensure that reports are submitted on time and with all required attachments.
- B. Supervisors will ensure that any reports returned for corrections are submitted the next day unless approved otherwise by the supervisor.
 1. The supervisor is responsible only for reports written by his officers during his watch.
 2. At the completion of the watch, the supervisor will indicate approval of the reports in the I.T.I. system. Paper attachments to I.T.I. reports will be logged on FPD Form 145 *Police Report Transmittal Sheet* and submitted to the records clerk, signed by the supervisor, and listing each of the report attachment numbers. (If reports are hand written, then they too will be logged with the attachments and sent to records for entry into I.T.I. Once entered, the officer reviews the report, the supervisor approves it and the report is returned to the Records Division.)

406.06 WARRANT DISPOSITIONS, REJIS ENTRIES:

Types of Dispositions - When a police officer handles any radio assignment he must, upon completion of the assignment, enter the disposition of the assignment by mobile laptop. Any officer without C.A.D. accessibility shall advise the dispatcher of the disposition of the radio assignment. The following are the only acceptable dispositions:

- A. **REPORT** - An incident, accident, or offense has occurred and an official police report will be completed and filed.
- B. **NRN (No Report Necessary)** - An incident or accident has occurred which may require police service but does not require preparation of a police report. The primary officer will enter a narrative into the C.A.D. indicating his actions, names, addresses, statements etc. for future consideration or incidences.
- C. **G.O.A. (Gone on Arrival)** - An incident, accident, or offense may have occurred but the assigned officer is unable to locate a person reporting the incident, victim, witness, perpetrator, or evidence to substantiate further investigation. No police report will be prepared at this time. The primary officer will enter a narrative into the C.A.D indicating his actions, names, addresses, statements etc. for future consideration or incidences.
- D. **UNFOUNDED** - An incident, accident, or offense has not occurred and no police report will be written. A diligent appraisal by the assigned officer has determined that no police service is required.

If, after arrival, the officer discovers the original call must be reclassified, he will advise the dispatcher of the reclassification and then give one of the above listed dispositions. (EXAMPLE: The original call was received as a Burglary In Progress, the officer arrives and determines the call to be a prowler, he will advise the dispatcher, "Reclassify to a 'Prowler', GOA" or whatever disposition is applicable. The dispatcher will make the necessary changes/modifications to the Computer Aided Dispatching (C.A.D.) system. The officer assigned to the call will reflect the final determination and disposition of the original call and will complete notes on the C.A.D.)

General: A report is not complete unless all attachments relative to an incident are attached. Attachments, which must be attached to their respective reports, include copies of:

1. Checks (both sides)
2. Ten-Day Letters
3. Warning and Waiver Forms

The above three categories require the originals to be placed into evidence; photocopies should be attached to police report and forwarded to Records

4. Yellow copy of Evidence Receipts/Property Release Forms
5. Prosecution Refusal Forms
6. City Summons
7. Bond receipt (yellow copy)
8. Towed Vehicle Receipts
9. Warrant Application/Supplement Forms

Warrant arrest made **for other jurisdictions** do not require a written supplement. The booking sheet alone will suffice as a report.

406.07 ORIGINAL REPORT - PROPERTY VALUATION:

- A. Officers writing reports will attempt to obtain a total value of the stolen property for the original report and record that value of stolen property in the I.T.I. system.
- B. Officers writing crime reports where property was recovered will record the value of recovered property.
- C. Supplemental reports regarding stolen or recovered property will reflect the total value stolen or recovered.

406.08 DETECTIVE RESPONSIBILITIES:

Police Reports should only indicate facts and observations. Any information that reflects suspicions or assumptions should be put onto a memorandum to the detectives.

When an officer's investigation leads to the identification of a suspect and probable cause to arrest the subject(s) for a specific charge is established, the officer will have a wanted or vehicle reference number entered into the REJIS system by the Communications Section, **AFTER OBTAINING THE WATCH COMMANDER'S APPROVAL**. The computer entry will be documented in the original or supplemental report and will include the information on the entry, the dispatcher who entered it and the date and time it was entered.

If probable cause to arrest is not fully established no wanted is to be placed in the computer.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution:

All Department Personnel