Approved: *Chief Marcia Harnden*	Subject: **602. Report Preparation**	
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602.1: PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines governing the preparation of police reports. Specific information on how to prepare various reports can be found in the Albany Police Department Report Writing Guide (Report Writing Guide).

602.2: POLICY

It is the policy of the Albany Police Department that employees prepare reports when appropriate to document crimes and other incidents in preparation for criminal prosecution, administrative purposes, or future reference.

602.3: OBJECTIVES

The objectives of preparing accurate police reports include, but are not limited to:

a. To maintain records and reports which will comply with all federal, state, county, and city laws, ordinances, and regulations;

b. To provide a count of the number and type of incidents reported and the services provided to the community;

c. To provide the proper database for monthly, quarterly, and annual workload comparisons;

d. To provide necessary information for conducting valid staffing analysis;

e. To provide a report system which will enhance the collection of information and reinforce the services the Albany Police Department provides for the community.

602.4: REPORT PREPARATION

a. Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission.

b. All reports should accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken.

c. 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.

d. Personal opinions and speculation should not be included in reports. Conclusions based on training and experience may be included when clearly articulated as such.

602.4.1: REQUIRED REPORTS

Incident reports are required in all the following situations, using the appropriate department approved form, unless a supervisor approves an alternative:

a. **Criminal Activity Reporting** – When a member responds to a call for service, or through self-initiated activity becomes aware that a crime has occurred, the member shall document the incident in a Computer Aided Dispatch System (CAD) event report (602.5.1) or incident report (602.5.2), regardless of whether a victim desires prosecution. Activity to be documented in an incident report includes:

1) All arrests;

2) All felony crimes;

3) Non-felony incidents involving stalking behavior;

4) Situations covered by separate policy, including:

A. Use of Force: Policy 240;
B. Domestic Violence: Policy 530;
C. Child Abuse: Policy 515;
D. Adult Abuse: Policy 534;
E. Hate Crimes: Policy 540;
F. Missing Persons: Policy 510;
G. Death Investigations: Policy 550;
H. Hate Crimes: Policy 540.

b. **Non-Criminal Activity Reporting** – The following incidents shall be documented in an incident report as described in Section 602.5.2:

1) Any time an officer points a firearm at a person;

2) Any use of force against any person by a member of this Department (refer to Use of Force: Policy 240);

3) Any duty weapon firearm discharge (refer to Firearms: Policy 270);

A. Discharges of department-issued firearms designated solely for animal euthanasia (a suppressed Ruger 10/22 rifle) are not considered duty weapon firearm discharges for the purposes of this section. Such discharges shall be documented in a CAD ~~e~~vent report to including date, time, location, reason for euthanasia, and method of carcass disposal.

4) Any time a person is reported missing, regardless of jurisdiction (refer to Missing Persons: Policy 510);

5) Any found property or found evidence (refer to Property and Evidence: Policy 610);

6) Certain traffic crashes (refer to the Traffic Crash Investigation: Policy 310);

7) Suspicious incidents which may indicate a potential for crimes against children or indicate that a child's safety is in jeopardy (refer to Child Abuse Investigations: Policy 515);

8) All police custodies;

9) Suspicious incidents which may place the public or others at risk;

10) Whenever the employee believes the circumstances should be documented, or at the direction of a supervisor.

c. **Death Cases** – Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with Death Investigations: Policy 550. An officer handling a death investigation should notify and apprise a supervisor of the circumstances surrounding the incident and a determination will be made on how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

1) Sudden or accidental deaths;

2) Suicides;

3) Homicide or suspected homicide;

4) Unattended deaths (No physician or qualified hospice care during the period immediately preceding death);

5) Found dead bodies or body parts.

d. **Injury or Damage by City Personnel** – Incident reports shall be taken if an injury or property damage occurs to a member of the public, as a result of an act of a City employee.

e. **Miscellaneous Injuries** – Any injury reported to this Department shall require an incident report when:

1) The injury is a result of a drug overdose;

2) Attempted suicide;

3) The injury is major/serious enough that it may result in death;

4) 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.

602.4.2: EXPEDIENCE

a. Members and supervisors shall act with promptness and efficiency in the preparation and processing of all reports.

b. Incomplete reports, unorganized reports, or reports delayed without supervisory approval are not acceptable.

602.5: REPORTING PROCEDURES

a. A unique case number is automatically assigned to every report entered into RMS.

b. Employees shall ensure that reports contain a clear, concise, complete, accurate, and objective account of the incident investigated and any action taken.

c. Information entered into the CAD narrative shall not include full name, date of birth, social security number, or driver's license number with exceptions for officer safety circumstances when speed of information sharing is critical.

d. All requests for police services requiring action or dispatch by the Department and/or any law enforcement action initiated by a member of the Department will be documented in one of the following reporting methods:

602.5.1: CAD EVENT REPORTS

a. The purpose of the CAD event report is to briefly record a minor call for service and document the departmental responses to those incidents. There is no RMS entry. The CAD event report is contained entirely within the CAD system.

b. A CAD reference number is generated for each call for service or activity of the Albany Police Department. The event may be captured solely in a CAD event report if no significant action was taken, no additional paperwork is attached, and no follow-up will be necessary.

c. The following types of calls may meet the criteria to be documented in a CAD event report when no crime is evident:

1) Alarms, open doors/windows, security checks.

2) Assists of persons and/or motorists.

3) Possible shots heard and/or fireworks where nothing is found.

4) Hazards – road/other.

5) Juvenile complaints where nothing is found or is unfounded.

6) Prowler unfounded.

7) Suspicious person/vehicle/circumstances (when unable to locate, no crime is committed, or a field contact is completed).

8) Area Checks (unable to locate (UTL) and gone on arrival (GOA)).

9) Disturbances/trespasses where the offender cannot be located, and the victim does not desire prosecution.

d. Reporting employees are responsible for ensuring that accurate and thorough information is contained in each of the CAD event reports upon clearing/completing their call with the appropriate disposition.

e. Incident reports may be completed instead of CAD event reports at the discretion of the reporting employee or upon direction from a supervisor.

602.5.2: INCIDENT REPORTS

a. The purpose of the incident report is to thoroughly record an event in which action is taken by a department member or necessary information needs to be documented or entered into RMS.

b. Reporting employees must complete all necessary report modules, ensure that appropriate documents are attached, and submit them to the appropriate supervisor for review and approval.

c. Procedures for completing various types of incident reports (i.e., law incident reports, arrest reports, supplemental reports, traffic crash reports, etc.) are in the Report Writing Guide.

602.5.3: OUTSIDE AGENCY ASSISTANCE

a. With approval of a supervisor, Albany Police Department employees may complete a report for an outside agency when the reporting person is within the Albany Police Department's jurisdiction and is unable to complete a report with the appropriate outside agency.

b. In these instances, the reporting employee shall request that the Records Section route a copy of the completed report to the agency with jurisdiction as soon as practical.

602.5.4: REPORTS BY PHONE, MAIL, OR ONLINE

In the following circumstances criminal incident reports may be taken by telephone, mail, or online:

a. Property crimes, at the direction of the Watch Commander or designee.

b. Property crimes identified as acceptable in the online portal.

c. Person crimes identified as acceptable in the online portal.

602.5.5: INVESTIGATIONS WORKING FILES

a. Investigator working case files will be purged upon the completion of case investigation. Once a case is fully investigated and a final disposition is made by the assigned investigator, the supplemental reports will be approved by the investigator's supervisor and forwarded to the Records Unit for filing.

b. Copies of some major case files are stored in binders in the Investigations Unit for quick reference of investigating major crimes.

602.6: CANCELLED REPORTS

A report may be cancelled with the approval of a supervisor. When a report is cancelled, the assigned officer shall write a brief narrative explaining the reason for cancellation. This narrative may be written in the officer narrative section of the LW or in the CAD event report (and referenced in the LW).

602.7: PENDING REPORTS

a. If any employee is unable to complete assigned reports prior to the end of their work shift cycle (prior to any regularly scheduled day off), the employee shall complete the preliminary information from the report (i.e. "LW" or "LS"), complete any appropriate attachments (e.g., Missing Person form, Death Investigation form), and provide a summary of the incident in the original CAD narrative.

b. In the narrative section of the incident report, the employee shall indicate that a report is pending by typing, "This is a shell report. Full narrative report to follow." or similar.

c. Pending reports will be left in "Open/Active" status in RMS and assigned to the investigating employee.

d. If an employee is scheduled for a day off on the day immediately following their shift, reports may only be placed in pending status with the approval of a supervisor.

602.7.1: EXCEPTIONS TO PENDING REPORTS

a. Except in unusual circumstances, the following types of reports shall be completed by the end of the employee's work shift cycle (prior to any regularly scheduled day off) and shall not be left in pending status:

1) Any incident in which the suspect is still lodged (adult or juvenile);
2) Any felony person crime which requires non-patrol follow-up investigation;
3) Child abuse cases;
4) Elder abuse cases;
5) Sex crimes;
6) Suspicious or accidental deaths;
7) UUMV cases requiring LEDS entry;
8) Missing person or runaway cases requiring LEDS entry;
9) Any report which may generate unusual or increased public attention.

b. Supervisor approval is required to allow any of these reports to be placed in pending status.

602.8: SUPERVISOR REVIEW

a. Supervisors are responsible for ensuring that reports completed by their subordinate employees are reviewed in a timely manner for accuracy and content.

1) CAD event reports – Supervisors will review all CAD event reports of their subordinate employees to ensure that activity is appropriately documented and any issues are promptly addressed.

2) Incident reports – Supervisors will review all incident reports submitted by their subordinate employees to ensure accuracy and thoroughness and will reject reports which need correction or revision.

b. Supervisors will forward reports appropriately and will assign open cases in RMS Case Management for their subordinate employees.

602.9: REPORT CORRECTIONS

a. If a correction to a report is necessary, the report should be sent back to the authoring employee for correction as soon as practical.

b. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

602.10: REPORT CHANGES OR ALTERATIONS

a. Report narratives that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report.

b. Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the supervisor or authoring employee only with the knowledge and authorization of the reviewing supervisor.

602.11: RECORDS SECTION RESPONSIBILITIES

The Records Section is responsible for routing reports as directed, entering reports into Laserfiche, completing the "Records Section Review" portion of the RMS report, and ensuring records are appropriately retained in accordance with the established record retention maintenance schedule.

602.12: NOTES

a. Employees should be sure to take sufficient notes during investigations and other activities to ensure that sufficient information is available for the briefing of other employees, as necessary, and the completion of appropriate reports.

b. Employees' police notebooks should be used for professional notes only. Personal notes should not be made in the police notebook.

602.13: REPORT WRITING GUIDE

a. The Report Writing Guide shall be made available to all employees as a reference for the completion of various reports.

b. The Administrative Lieutenant is responsible for ensuring that the Report Writing Guide reflects current practices and is updated as necessary.

602.14: USE OF ARTIFICIAL INTELLIGENCE

a. When preparing organizational reports through the use of department artificial intelligence (AI) technologies, employees shall use these tools in a professional manner that ensures precision, ethical integrity, and full compliance with all legal and regulatory obligations, including City of Albany policy. AI usage must adhere to the following guidelines:

1) **Transparency**: Reports generated through AI-assisted processes must clearly indicate the involvement of AI technologies in their preparation. The primary author is responsible for specifying the scope and nature of AI usage within the document.

2) **Accuracy**: All users must perform diligent reviews of AI-generated content to confirm factual accuracy, logical coherence, and completeness. Any identified errors or gaps must be addressed before submission.

3) **Confidentiality**: Safeguarding proprietary and personal information is mandatory. Any AI system used must be CJIS compliant.

4) **Compliance**: Reports produced with AI assistance must comply with all applicable laws, regulations, and organizational standards, including intellectual property and data privacy requirements.

5) **Privacy**: All AI data remains a record of the Albany Police Department and any request to release AI data shall follow Policy 0601 Records Maintenance and Release.

6) **Prohibited Use:** In compliance with ORS 133.741, AI facial recognition and other biometric matching technology will not be used to analyze audio and video recordings obtained from body-worn and vehicle camera systems.

7) **Supervisor Review**: All AI-generated content must be personally reviewed and authorized by a supervisor prior to dissemination in accordance with 602.8: Supervisor Review. Supervisors shall not use AI tools to conduct or assist with this review. Final accountability for report content resides with the author.

8) **Continuous Improvement**: Constructive feedback on AI tool performance and report quality should be systematically gathered to refine standards and optimize outcomes. This policy will be reviewed annually and updated as necessary to reflect technological developments and changes in regulatory standards.

b. All relevant personnel will receive comprehensive training covering both AI report writing technologies and the requirements outlined in this policy.