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		Distribution: All
Title: FIELD REPORTING AND MANAGEMENT		Section: Administration
Issued: 2/14/2012	Effective: 2/22/2012	Revised: 05/27/2021
Rescinds: All Previous	Amends:	
CALEA References: LE 82.2.1 – 82.2.5; COM 6.2.9, 6.7.4 - 6.7.6		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this General Order is to establish a field reporting system to include guidelines for when reports must be written, forms to be used, information required in reports, procedures to be followed in completing reports and procedures for submitting, processing, and supervisory review of reports.

II. Policy

In the interest of professional law enforcement service to the community, proper documentation of incidents is essential. It shall be the policy of this department to document incidents in compliance with federal, state and local guidelines and to ensure for accountability of the process.

III. Definitions

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IV. Regulations

- A. Members shall complete all reports before the end of their shift unless specifically excused from this requirement by a supervisor [A].
- B. Officers will prepare reports on all incidents as outlined in this General Order [A].
- C. Communications Officers will complete CAD dispositions as outlined in this General Order [A].
- D. The Case Officer will submit description of all stolen property to the Communications Officer prior to end of shift on the day it was received for entry into NCIC [B].


V. Procedures

A. Field Reporting System

1. Officers will complete a report in all situations required by the Kansas Incident Based Reporting System (KIBRS), the Kansas Department of Transportation (KDOT), and when otherwise mandated by this General Order (LE 82.2.1a).

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2. Officers will complete criminal reports and documentation reports using the applicable modules in the department's Records Management System (RMS) and will complete all applicable fields in a manner consistent with the KIBRS manual (LE 82.2.1b, 82.2.1c).
3. Officers will complete accident reports using the Kansas Law Enforcement Reporting System (KLER) and will complete all applicable fields in a manner consistent with the guidelines established by KDOT (LE 82.2.1b, 82.2.1c).
4. Reports will be submitted prior to the conclusion of the officer's shift unless otherwise directed by a supervisor, but, at a minimum, the Offense Report (OR), Arrest Report (AR) and/or Accident Report including the synopsis(s) will be entered prior to the end of the officer's shift (LE 82.2.1d).
5. Upon completion of a report mandated by KIBRS or KDOT, officers will validate the report and correct any validation errors before submission (LE 82.2.1d). Following validation, officers will electronically submit their reports for supervisory review (LE 82.2.1e).
6. The Officer taking report involving stolen property (i.e. theft, burglary, etc.) shall complete an itemized list of stolen property, including model and serial number, and submit list to on duty Communications Officer for entry into NCIC prior to the officer's end of shift on day property information was received.
7. Supervisors will review all reports before the report is further distributed. The review should ensure the report is consistent with applicable standards established by KIBRS, KDOT and this department. If the submitting officer's supervisor is unavailable, another supervisor may review the report (LE 82.2.1e).
8. When any of the following occur within the department's service area, an officer or authorized employee will report the incident as indicated:
 - a. Citizen reports of crime – an RMS report will be completed in accordance with the guidelines in the KIBRS manual (LE 82.2.2a);
 - b. Citizen report of non-criminal activity – Depending on the circumstances of the report a documentation case may be required. If no documentation case is required the circumstances of the report will be logged in the corresponding Computer Aided Dispatch (CAD) disposition (LE 82.2.2b).
 - c. A citizen complaint against a department member – the procedures listed in General Order M1107 Complaints and Internal Investigations will be followed (COM 6.7.5b).
 - d. Citizen report of criminal activity that cannot be substantiated – an RMS documentation report or an Intelligence Report (APD Form 40) shall be completed (LE 82.2.2b).
 - e. Incidents resulting in an employee being dispatched or assigned – Depending on the circumstances of the incident a documentation case in RMS may be required. If no documentation case is required, the

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circumstances of the incident will be logged in the corresponding CAD disposition (LE 82.2.2c; COM 6.7.5a).

- f. Any criminal or non-criminal case initiated by an employee of the department – an appropriate RMS case will be completed (LE 82.2.2d; COM 6.7.5c).
 - g. Any event that results an arrest of a juvenile or adult – an appropriate RMS case will be completed (LE 82.2.2e).
 - h. All state reported accidents – a KLER report will be completed in accordance with the guidelines established by KDOT and this department.
 - i. Any event that results in the issuance of a citation – a notice to appear (NTA) will be completed with a summary of the stop documented on the NTA (LE 82.2.2e).
 - j. If no criminal activity has been determined or if officer came into contact with someone that is homeless, officers shall document the contact on a Field Interview/Homeless Contact Card form (APD Form 88) and turn into dispatch. Then the dispatcher will enter the APD Form 88 into the department’s RMS Field Interview module in compliance with General Order O2507 Interviews and Interrogations.
9. All citizen generated reports should be received by personal contact with an officer. If this is not possible because of the location of the reporting citizen or other aggravating factors, a report may be accepted over the telephone in lieu of an on-scene response (COM 6.7.4).
- a. Citizen generated report information received by telephone, mail, internet and/or other emerging technologies that do not require an on scene response will be assigned to an officer for appropriate follow-up and documentation (LE 82.2.5; COM 6.2.9)


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B. Case Numbering System

All reports initiated by the department will be assigned a unique case number generated by CAD. The case number shall consist of a two digit year designator followed by a hyphen and a five digit number that ascends from 00001 beginning with the first case of the calendar year (e.g. 11-00001) (LE 82.2.3; COM 6.7.6).

C. Report Distribution (LE 82.2.4)

- 1. Cases requiring follow up investigation will be assigned to the appropriate officer or Detective in compliance with General Order O2522 Management – Criminal Investigations. This assignment process will be done electronically through the RMS system.
- 2. The Records/Evidence Custodian will be notified regarding all reports that need to be distributed for prosecution or outside agency follow-up.

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- a. The reviewing supervisor will set the case status as “Approved – Distribute” and notate in the comment section who the case should be distributed to.
- b. Every morning on normal business days the Records/Evidence Custodian or the designee will check RMS to see if any cases need to be distributed for prosecution. Once the case has been distributed to the appropriate prosecutor the Records/Evidence Custodian will set the status as “Complete”.
- c. This process should be repeated anytime supplemental reports are added to a case that has already had initial reports delivered to the prosecutor.