	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: M1119
			Page: 1 of 4
			Distribution: All
Title: FIELD REPORTING AND MANAGEMENT		Section: Administration	
Issued: 2/14/2012	Effective: 2/22/2012	Revised: 04/02/2026	
Rescinds: All Previous		Amends: 04/04/2024	
CALEA References: LE 82.2.1 – 82.2.5; COM 6.2.9, 6.7.4 - 6.7.6			
KLEAP References: 20.2.1, 20.2.2, 20.2.3, 20.2.4			
State/Federal Statutes:			
Review: Annual		Authority: Chief Buck Buchanan	

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 accountability of the process.

III. Definitions

Community Service Officer: An employee who serves as a non-sworn Communications Officer who is responsible for report taking and initial case follow-up with motor vehicle accident and crime reports, child custody disputes, and civil issues. This employee provides customer service to citizens in the lobby and over the phone with general information, direction to the proper city department, and delivering limited police services. Additionally, this employee is responsible for handling communications for law enforcement, fire, and other emergency service units as needed.

IV. Regulations

- A. Officers 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 a 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].


	ANDOVER POLICE DEPARTMENT GENERAL ORDER Title: FIELD REPORTING AND MANAGEMENT	Number: M1119
		Page: 2 of 4
		Section: Administration

V. Procedures

A. Field Reporting System (KLEAP 20.2.1)


Rev. 04022026

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, COM 6.7.4).
 - a. All officers, not assigned as primary, who are on scene shall complete a supplemental report regardless of call type.
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 & c, COM 6.7.4).
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 & c, COM 6.7.4).
4. Reports shall 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 a report involving stolen property (i.e., theft, burglary, etc.) shall complete an itemized list of stolen property, including model and serial number, and submit the 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, community service officer, or other authorized employee will report the incident as indicated (KLEAP 20.2.2):
 - a. Citizen reports of crime – an RMS report will be completed in accordance with the guidelines in the KIBRS manual (LE 82.2.2a, COM 6.7.4);
 - 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 into the

	ANDOVER POLICE DEPARTMENT GENERAL ORDER Title: FIELD REPORTING AND MANAGEMENT	Number: M1119
		Page: 3 of 4
		Section: Administration

- corresponding Computer Aided Dispatch (CAD) disposition (LE 82.2.2b, COM 6.7.4).
- c. A citizen complaint against a department employee – 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 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 in 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 an officer came into contact with someone who is homeless, officers shall document the contact on a Field Interview/Homeless Contact Card form (APD Form 88) and turn it 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; KLEAP 20.2.4)

B. Case Numbering System

	ANDOVER POLICE DEPARTMENT GENERAL ORDER Title: FIELD REPORTING AND MANAGEMENT	Number: M1119
		Page: 4 of 4
		Section: Administration

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, KLEAP 20.2.3)

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.
 - a. The reviewing supervisor will set the case status as “Approved – Distribute” and notate in the comment section to whom the case should be distributed.
 - 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.