



| Atlanta Police Department – Standard Operating Procedure | | |
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|  | APD.SOP.3060 Reports & Report Writing Effective Date: October 10th, 2024 |  |
| Chief Darin Schierbaum | Signature by: DS | Date Signed: 10/10/2024 |

SIGNIFICANT CHANGES

APD Staff,

The Policy and Standards Section is dedicated to providing the department, and its employees, with accurate, understandable and transparent policies. In order to publish policies that reflect the most up-to-date standards, the Policy and Standard Section regularly reviews all policies to ensure that they are reflective of the current mission and objectives of the Atlanta Police Department.

During the required updates to APD.SOP.3060- Reports and Report Writing, we have removed the requirements for Stop & Think documentation, however, we continue to encourage you to read the policy below in its entirety to better understand when a report is required, and the information it needs to include to assist with the success of an investigation.

Thank you and stay informed!

**Policy and Standards Section
Planning, Research, and Accreditation Unit**



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1. PURPOSE

This directive establishes guidelines for reporting crimes, arrests, and other events of importance to the Police Department.

2. POLICY

The Department uses a Report Management System (RMS) to document crimes, arrests, and other matters. The functions served by these reports are guiding and documenting:

1. The investigation and actions of officers at the scene of crimes and other incidents.
2. The official communication between the reporting officer and the follow-up investigator, prosecutor, property clerk, or other interested party; the official memory of the Department, available for later reference.
3. Documenting the follow-up investigation, the disposition of the case, the handling of property, evidence and other procedures, and by linking this action with the original incident report.
4. The basis for crime analysis for patrol officers, investigation of cases, and the basis for reporting National Incident-Based Reporting System (NIBRS) statistics to the FBI.

3. RESPONSIBILITIES

- 3.1 Division commanders will monitor the implementation of this directive.
- 3.2 Zone commanders will implement this directive in their commands.
- 3.3 Watch commanders will ensure that complete and accurate reports are turned in by the end of officers' shift unless otherwise approved by their supervisor.
- 3.4 Officers and investigators will be responsible for completing and submitting all their necessary reports and documentation prior to the end of their workday. Any exception must be granted by their supervisor.
- 3.5 Communications supervisors will modify the CAD record at the request of the zone watch commander.
- 3.6 Communications will ensure that stolen vehicle lookouts are broadcasted in a timely manner.
- 3.7 GCIC Operator will place stolen vehicles on GCIC no later than one hour after the incident report is completed and received within the unit.
- 3.8 ACIC will remove all stolen and or recovered motor vehicles from GCIC and notify the reporting party in accordance with this written directive.

4. ACTION

4.1 GENERAL GUIDELINES

- 4.1.1 A crime or other incident which comes to the attention of the Department is ordinarily handled first by a patrol officer. The officer conducts a preliminary investigation, including interviews with the complainant and other witnesses, to obtain the who, what, why, where, when, and how of the incident. The results of the investigation and officer's actions are described in an incident report;



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this report is the basis of the Department's official knowledge of the incident and any subsequent action.

1. The officer assigned by the dispatcher to a call is responsible for the preliminary investigation and for making any necessary reports unless otherwise directed by a supervisor.
2. Each report will be satisfactorily completed and submitted using the approved RMS. If the RMS is not functioning properly, the report must be printed legibly in black ink on Form APD 001 Incident Report until a time when the RMS is functioning, and the report can be transposed to the RMS.
3. All reports must have incident numbers. When adding information to a report by using a supplement report, be sure that it carries the same incident number as the original incident report. Never use an incident number from another jurisdiction except when referencing it in the narrative. It must be referenced in the narrative if another agency's case number is associated with the report.
4. When reporting a victim's or other person's telephone number, specify the area code. Email address should be obtained and documented for follow up communication with the involved parties.
5. Always record locations accurately, including the beat. The apartment, suite, or room number and the quadrant (NE, NW, SE, and SW) are integral parts of the address. If the officer does not know the beat, they will verify it with the Communications dispatcher.
6. Ensure that correct incident locations are used if the incident occurred at a different location than where you were dispatched.
7. All reports must comply with the provisions of the National Incident-Based Reporting System (NIBRS) guidelines, as administered by the Central Records Unit.

4.1.2 Special Considerations for Stolen Vehicle Reports

1. When the reporting person is unable to provide a tag or identification number during the preliminary investigation, the investigating officer will:
 - a. Take the report with the limited information provided,
 - b. Provide the reporting person the case number.
 - c. Inform the reporting person that the vehicle cannot be placed on the system until tag and or VIN information can be verified.
2. Once the missing information is provided by the victim, the officer completing the supplemental report will be required to contact GCIC and have the vehicle added to the system as stolen.
3. During the preliminary investigation the reporting officer or investigator will:
 - a. Verify the tag and vehicle identification number through ACIC.
 - b. Provide the Communications dispatcher with a lookout i.e., make, model, year, tag, vehicle identification number, last known direction of travel, and the date of the theft

as well as any other pertinent information.

4. The investigating officer will submit the completed RMS incident report to their supervisor as soon as possible but no later than by the end of their tour of duty for the purpose of:
 - a. Review.
 - b. Approval.
 - c. Forwarding to Central Records.
5. The investigating officer will call GCIC and have the vehicle added to the system.
6. The officer must note in their narrative the time they contacted the GCIC and the name of the operator who listed the vehicle as stolen.

4.1.3 Reporting by an Off-duty Officer

1. Off-duty officers employed by a private employer will respond to reported and witnessed, incidents and are responsible for completing any required reports prior to the end of their shift.
2. The officer will conduct a thorough investigation and preserve and collect evidence relative to the incident.
3. When the investigation requires the officer to leave the scene of the outside employment, or when a vehicle accident occurs, the officer will request that an on-duty unit be dispatched to the scene to handle the incident.
4. The on-duty officer responding to the request from an officer who is off-duty will then be responsible for conducting a thorough investigation and will assume responsibility for completing and turning in necessary reports related to the incident.
5. Zone supervisors will notify the FOD Administrative Office when an off-duty officer constantly fails to complete reports and other required documentation in a timely manner from an extra job. Once notified, the FOD commander will review the officer's extra job request or forward the notice to the command of the officer's permanent duty assignment for action.

4.1.4 Reporting by a Private Security Guard

When an officer responds to calls for service from a private security company, the officer will name the security personnel as the reporting party, and proceed with the investigation by collecting evidence, interviewing witnesses and completing a report.

4.1.5 Supervisory Review

1. Every report submitted by an officer/investigator must be reviewed and approved by their supervisor.
2. Supervisors are responsible for having all incident reports submitted to Central Records.
3. All missing person reports will be submitted through the RMS by the reporting officer and reviewed and approved by the supervisor. The report will be sent to the Central Records GCIC Unit within one (1) hour of the incident.



4.1.6 When to Make a Report

1. All crimes reported to, or witnessed by, sworn personnel, including all situations of family violence.
2. All physical arrests, including traffic arrests.
3. All copy-of-charges arrests, except minor traffic violations.
4. All juvenile situations, whether an arrest was made, or the juvenile was turned over to the parent or guardian, including, any incident involving a child's welfare or removal from the custody of a parent or guardian.
5. All significant events in a follow-up investigation.
6. All situations resulting in damage, loss, or theft of City property.
7. All deaths whether natural, accidental, traffic-related, suicidal, criminal, or due to unknown causes. Also, suicide attempts.
8. All situations resulting in injury, including an injury to an on-duty employee.
9. All incidents of a firearm discharge or use of force by a Department employee.
10. Incidents of lost or damaged property reported to an officer by a citizen.
11. In all cases where it is not clear if a report is needed.
12. Any incident or circumstances that the officer believes should be documented for future reference.
13. Any vehicle pursuit (in accordance with APD.SOP.3050, "Pursuit Policy").
14. When directed by their supervisor.

4.1.7 When to make a Motor Vehicle Collision (Accident) Report

Motor Vehicle Collision (Accident) Report will be completed with GEARS, when any of the following are present:

1. When one or more of the parties involved in the Motor Vehicle Collision are still on scene.
2. Reported injuries to any party of the Motor Vehicle Collision: Driver, Passenger, Pedestrian, other 3rd party.
3. Any visible damage to involved vehicles or property, such as, guardrail, buildings, utility poles, etc.
4. All Hit and Run Motor Vehicle Collisions.
5. Any vehicle collisions involving the Atlanta Streetcar.



6. Evidence that any involved driver, passenger, or pedestrian are impaired due to alcohol or drugs.
7. Presence of Hazardous Material at the Motor Vehicle Collision scene.
8. A Chargeable Private Property Motor Vehicle Collision.

4.1.8 When to Make a Supplemental Report

1. If an arrest occurs, or property is recovered after an initial report is completed, a supplemental offense must be completed under the original complaint number.
2. If an arrest is made out of jurisdiction, the affiant (officer or investigator who swore out the warrant) will complete the supplemental offense report as soon as possible.

4.2 FAMILY VIOLENCE

Whenever an officer investigates an incident of family violence, whether or not an arrest is made, the officer will prepare and submit family violence information as a part of the incident report.

4.3 INVESTIGATIVE COMPONENTS

4.3.1 Initial reports written by the field officer are vital to the investigation process. Reports need to be as detailed as possible to assure the success of the case.

4.3.2 The following are common, but not limited to, elements that should be included in an incident report:

1. Any comments, admissions, or statements made by the suspect on scene. Detail if they were advised of their rights, and the officer/investigator who Mirandized them.
2. Explain in detail, any relationships between the witnesses, victims and suspects.
3. If the victim is a business, include a store manager/keyholder as the reporting party, with a reliable contact number.
4. If there were witnesses to the event, obtain their name, address, telephone number, place of employment, how they identified the suspect and include a witness statement.
5. If a weapon or instrument was used during a crime, include who had possession, how it was used, and if it was processed by an ID unit.
6. Detail if fingerprints or DNA was collected at the scene and how it was collected.
7. Include if any parties sustained injuries and if they were transported to the hospital. Detail the significance of the injuries, what caused the injury, and how the injuries were documented.
8. Include if a search warrant was used to access any part of the crime scene. Include who swore out the warrant and when and how it was served.
9. Describe in as much detail as possible any items that were taken. Include the brand, make, serial number, model, color, size and any distinguishing features. If possible, provide the approximate dollar value of each item.

10. If writing a supplemental report for recovered stolen property, provide detailed information of who recovered it and the condition it was in when recovered.
11. If the arrest was made by private security, list the security officer as a witness on the incident report and include the Agency name. If the defendant made any statements or comments which were heard by the security guard, they must be written down by the security guard and a copy must be included.

4.4 VEHICLE IMPOUND REPORT

- 4.4.1 When a vehicle is being impounded, the following will be included in the initial accident or incident report:
 1. Location of impound
 2. Tow Truck Company
 3. Reason for Impound
 4. Any notable damages
 5. Checked on GCIC if stolen
- 4.4.2 If the vehicle is impounded due to being a traffic or street hazard, an Impound Sheet will be completed and turned in with daily paperwork and the end of tour. The officer will notify ACIC of the impound location and reason. No report is required.

5. DEFINITIONS

Minor Traffic Offense: Traffic offense that does not result in a physical arrest.

Report Management System (RMS) : The software solution approved and used for every report written by personnel of the Atlanta Police Department.

Family Violence: is defined by O.C.G.A. § 19-13-1: as the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, or other persons living or formerly living in the same household:

1. Any Felony; or
2. Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

6. CANCELLATIONS

APD.SOP.3060 Reports & Report Writing, effective June 4th, 2024

7. REFERENCES

Official Code of Georgia Annotated Title 16

The Commission on Law Enforcement Accreditation
(CALEA 6th ed. Standards 82.2.1, 82.2.2, and 82.2.3)