


# AURORA POLICE DEPARTMENT

## DIRECTIVES MANUAL

<b>08.10</b>	<b>Title: REPORTS</b>	
	Approved By: Daniel J. Oates, Interim Chief of Police	
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	References:	
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### 8.10 REPORTS

A report will be completed on every call occurring within Aurora's jurisdiction when there is a citizen report of a crime or other complaint, citizen request for service when an officer is dispatched, assigned to investigate, take action later, make an arrest, or issue a summons. Reports are also required on those incidents initiated by officers, whether criminal or noncriminal. This directive also provides direction for completing traffic collision reports, traffic summonses, front desk reports, follow-up investigations by officers or investigators, supervisory review of reports, case management, and voiding/amending summonses.

#### 8.10.1 Use of Touch Prints

A touch print may be taken in the field when identification documents are questionable, and the officer is reasonably satisfied through other methods of verification (CCIC, other paperwork, relatives, etc.) that the individual's identity is accurate. The touch print will serve as an additional layer of proof; however, it will not be used when other verification methods are absent. The subject should be taken to the Aurora Police Detention Center in those instances.

#### 8.10.2 Report Classification

Reports are classified by the nature code assigned at the time the call is dispatched and the disposition code assigned at the time the call is cleared. For dispatched calls, Aurora911 assigns a general nature code. Members initiating an event will advise Aurora911 of the appropriate nature code to assign. When members find that the incident conditions have changed or were not properly reflected in the original dispatch, they should advise Aurora911 to update the call.

Members clearing a call must use the appropriate disposition code for the call. In certain situations, multiple codes may be appropriate to clear a call. Members requesting dispatch to clear a call for them must advise of the appropriate code for the call. In the event the member cannot provide Aurora911 with an appropriate disposition code, Aurora911 has advised they will leave the call active ("banked") for the member to

clear later. Aurora911 will notify patrol supervisors when a member terminates their shift and leaves banked calls in the queue.

Members completing reports are responsible for classifying all reports correctly. Of importance are incidents occurring outside the jurisdictional boundaries of the City of Aurora. In the event a member of the Aurora Police Department is called to assist another agency, and a report is generated, the proper classification is an "Outside Assist." Crimes occurring within the city limits of Aurora should be classified with the appropriate crime type.

Supervisors and command officers in a position to review and/or assign cases for additional investigation will ensure the case is properly classified in the Versadex records management system (RMS). Members learning of the need for a change in status of the classification of a report will ensure the appropriate supervisor is notified. The supervisor is responsible for notifying a Records Unit supervisor to update the record as soon as practical in the Versadex system. Only Records Unit personnel are authorized to change the classification of a case. Final case classification must reflect appropriate coding to ensure accurate statistical reporting.

#### 8.10.3 MDC Reports

Members will add notes to all dispatched or on-sited calls involving non-criminal activities, including transports for voluntary commitments to a detoxification center. At a minimum, the primary members assigned to a call will document in the call notes the following information:

- a. Name, date of birth, and contact information of the principal actors of the event
- b. Actions taken
- c. Other pertinent information

Juvenile information may be included in the notes to a call and redacted before release to the public.

Members may elect to complete a General Offense Report to document non-criminal or suspicious activities. When this option is exercised, the member will indicate that a General Offense report was completed in the call notes. Reports documenting suspicious activity related to national security will be forwarded to the Intelligence Unit for review. The Intelligence Unit, Terrorism Liaison Officer, may conduct additional investigation to determine if the information will be passed to the Colorado Information Analysis Center (CIAC). Members who complete a field interview on an individual based on national security concerns will follow the process outlined in Directive 08.18 Field Interviews and Interrogations.

Whenever a child abuse or domestic call is reclassified, the member completing the report (MDC or General Offense as appropriate) will indicate the supervisor approving the change.

#### 8.10.4 General Offense Reports

The primary officer assigned to a call will complete a General Offense report in situations where a crime or a felony traffic offense has been committed, when an arrest has been made, or when a person is taken into custody for a welfare placement, such as Detox or for an Emergency Mental Health Hold (M-1). Secondary officers assigned to a two-officer car will write a supplemental report according to section 8.10.4 of this directive.

The General Offense report will be generated electronically in the Mobile Report Entry (MRE/RMS) system to record pertinent information related to the investigation properly. The report should document the names of additional officers who assisted with the investigation. Members initiating a General Offense report will complete all required fields associated with the specified offense, including National Incident-Based Reporting System (NIBRS) edits.

In the event the RMS is out of service or unavailable, members will complete all necessary reports on department-approved forms.

#### 8.10.5 Supplemental Reports

Once the General Offense report has been submitted, officers discovering additional information relating to the case during a follow-up investigation will complete a supplemental report. Secondary officers assisting on calls (including each officer assigned to a two-officer car) will complete a supplemental report in the MRE depending on the type of call and their role in it.

In all felony cases, all secondary officers will complete a supplemental report detailing their actions on the call. In all misdemeanor cases, officers will complete a supplemental report if they conducted any investigation or interacted with any of the entities associated with the call. Officers assisting on misdemeanor calls but not investigating or interacting with the entities in the call will document their role in the call with CAD call notes when clearing the call.

Supplemental reports will be generated in the MRE / RMS system. Detectives may complete a supplemental report through direct entry into the RMS. In the event the RMS is out of service or unavailable, members will complete all necessary reports on department-approved forms.

8.10.6 Time-Sensitive Reports

Members investigating a lost or missing person (child or adult) or a runaway must complete the report prior to returning to service. The information from the report must be forwarded to the Records Unit for entry into the NCIC system.

Members investigating any crime of violence or other listed offenses will complete their reports (to include all supplemental reports) before returning to service, if feasible, but before the end of their shift. Due to the nature of their investigations, Crime Scene Unit (CSU) Investigators will be exempt from this requirement and will follow the directions given by their commander and/or supervisor.

- Homicide
- Burglary
- Robbery
- Escape
- Extortion
- Arson
- Assault (felony)
- Kidnapping
- Missing Persons/Missing Children
- Sexual Assault
- Child Abuse or Neglect
- Motor Vehicle Theft \*(see below for additional details)
- Fatal Traffic Collisions
- Traffic Collisions involving Serious Bodily Injury (SBI).
- Auto-Pedestrian Traffic Collisions
- All cases involving a physical arrest, detention, or placement.
- All cases involving a next-day arraignment.

- All cases where a vehicle is impounded and a hold is placed on the vehicle.
- Other cases as directed by a supervisor or command officer.
- \* Members taking a Motor Vehicle Theft Report will contact the records section to report the theft and have the vehicle put into CCIC/NCIC. The member will use the "Records Entry Requests" on the APD Links page. The member can fill out the request in its entirety or select the report that has been written and provide the case number on the form. Records will obtain all necessary information from the report when completed this way (Members will provide the most updated information, phone numbers, address, etc., for the registered owner). This will be completed before the member clearing the call for service except in extraordinary circumstances.
- \* In rare occurrences, the vehicle information can be relayed via phone to a records technician who will enter the information into CCIC/NCIC. The time and technician contacted will be documented in the report if this occurs. This will ensure records has the appropriate information to get the vehicle entered into CCIC/NCIC in the appropriate timeframe.

Priority for transcription is as follows:

- a. Next day arraignments
- b. In-custody cases
- c. Priority as established by the Records Unit

The primary officer is responsible for completing the "Modus Operandi" section and an "Offender/Suspect Details" section for each suspect involved in the crime in the General Offense Report when the incident investigated involves a crime of:

- Homicide
- Burglary
- Robbery
- Assault
- Arson
- Kidnapping
- Escape
- Sexual Assault

#### 8.10.7 Next Day Arraignments

In special municipal cases and some cases filed in county court, such as Domestic Violence and Motor Vehicle Theft cases, members will set arraignment dates for the next available court date. All reports associated with a next-day arraignment must be completed, submitted for review, approved, and transcribed as soon as possible, but no later than the end of the member's shift.

A member setting a next day arraignment is responsible for alerting:

- a. All other members responsible for completing supplemental reports for the case of the time requirement.
- b. Supervisor (sergeant or patrol lieutenant) reviewing the case.

Additionally, members setting a next-day arraignment will complete the narrative of the report in the RMS and affix a red tag to the summons before submitting the summons for approval.

Supervisors reviewing a next-day arraignment case will advise a Records Unit supervisor of the need to transcribe associated approved reports immediately.

#### 8.10.8 Municipal Criminal Summons

When a member issues a municipal criminal summons, a General Offense report will be generated in MRE / RMS. When issuing a municipal criminal summons, the member is only required to initiate the MRE / RMS General Offense report with the following information:

- a. Case Report Number
- b. Reported Date / Time
- c. Occurrence Date / Time
- d. Location of occurrence
- e. Counts fields
  - Study field
  - Gang Involvement
  - Family Violence
  - Bias

This does not preclude the member from entering additional information if known at the time of the report.

The narrative portion of the MRE/RMS or a text report in the desktop version of RMS will be completed and will serve as the municipal affidavit for arrest without a warrant. The member will provide a detailed and thorough account of the incident and investigation, including the name and date of birth of each defendant associated with the case. On the back of the summons, the member will note "See MRE/RMS for details" and sign the acknowledgment at the bottom of the form.

#### 8.10.9 MRE Arrest Booking Form

An MRE Arrest Booking Form will be completed by the arresting officer in the following situations:

- On every subject detained in the Aurora Detention Center.
- On every juvenile placed in detention or another facility that has been criminally charged.
- On every juvenile processed through the Aurora Detention Center for a delinquent act and released to a parent/guardian, adult residing with the juvenile, or another responsible adult pending the filing of charges.

Whenever a juvenile is released from police custody, the detaining member will ensure that the names, dates of birth, and contact information (including but not limited to home and business addresses, telephone numbers, and email addresses, when available) of the juvenile's parents/guardians, as well as the responsible adult accepting custody of the juvenile, are recorded on the General Offense report or in the narrative portion of a summons. The date and time the juvenile was released from the custody of the Aurora Police Department, and the name of the accepting authority will be clearly noted in the report.

Except for an active warrant, all incarcerations, juvenile detentions, or placements require supervisory approval. The name of the approving supervisor will be clearly printed in the narrative section of the General Offense report.

The MRE Arrest Booking Form should be filled out as completely as possible with all known applicable information about the detainee. The detaining member is responsible for verifying the accuracy of all information contained in the report.

The text field of the MRE Arrest Booking Form will be used to note if the detainee has a history of being:

- Armed

- Blood/airborne pathogen risk
- Abusive to drugs or alcohol
- Mentally disturbed
- Suicidal
- Violent

The sobriety field of the MRE Arrest Booking Form will be used to indicate if, at the time of the arrest, the detainee was:

- Sober
- Intoxicated by drugs or alcohol

Additionally, if a detainee was subdued using a baton, TASER, canine, or another less-lethal device, the action will be noted in the narrative section of the MRE Arrest Booking Form. The appropriate procedures will be followed pursuant to "DM 05.04 - Reporting and Investigating the use of Tools, Weapons, and Physical Force."

If the detainee or parent(s) of a juvenile detainee do not speak English, the member will note that information in the narrative portion of the MRE Arrest Booking Form. The member will include the language spoken by the detainee or parent(s).

A General Offense report will be required in the following situations:

- Detoxification Hold
- Warrant Arrest
- Transport from or to another agency

Members completing an MRE Arrest Booking Form will ensure that all information contained in the report is accurate prior to submitting the report. The member will notify the Records Unit as soon as practical. Records Unit personnel will complete the "Master Name" verification while in contact with the arresting member. The Aurora Detention Center personnel will transcribe the MRE Arrest Booking Form for processing the detainee into the facility.

Members are advised to complete the MRE Arrest Booking Form prior to creating a General Offense (GO) report. Most of the General Offense report can be generated automatically from the MRE Arrest Booking Form.



#### 8.10.10 Warrantless Arrest Affidavits

When arrests are made without a warrant, members will complete a warrantless arrest affidavit (also known as a Probable Cause affidavit). The specific forms used for the affidavit are based on the judicial venue of the related charges. The arresting member will complete the following documents for each court:

- Arapahoe and Adams arrests (both County and District Courts): complete both templates for the respective venue titled "Determination of Probable Cause to Detain" and "Affidavit in Support of Warrantless Detention." Once approved, the affidavit must be printed and signed by the authoring officer. Affidavits related to Adams County arrests must be signed in the presence of a notary. The officer will not complete any portion of the templates pertaining to the arrestee's appearance date, time, or location, the Detention Center or the respective court will complete this. Affidavit templates are located in the Mobile Report Entry (MRE) program and the Versadex Records Management System (RMS). MRE users should complete the templates using the "Follow-Up" function and RMS users using the "Supplemental Add" function.
- Municipal arrests: the summons and report narrative serve as the arrest affidavit. The face of the summons will be completed with particular care given to the date and time of appearance to ensure accuracy.

Members will complete the warrantless arrest affidavit templates (or narrative for Municipal arrests) for the appropriate jurisdiction in either the MRE or RMS. This portion of the report should be completed as soon as possible after the arrest. Upon completing the affidavit, the arresting member will immediately notify the appropriate approving authority (command officer or supervisor) and submit the affidavit for approval. The approving authority is responsible for verifying probable cause exists, supporting the violation(s), and ensuring the suspect has been charged appropriately.

Warrantless arrest affidavits should be approved by the arresting member's district lieutenant watch commander. In the absence of a lieutenant watch commander, the affidavit may be approved by the acting district watch commander or the member's sergeant with notification to the watch commander. Affidavits prepared by detectives will be approved by their immediate supervisor or another supervisor in their chain of command. Detectives may also obtain approval from a watch commander after hours.

Command officers or supervisors can review and approve arrest affidavits using either the MRE approval system, the RMS "Approval Queue," or printed copies (generally detectives only). Approved printed hard copies must be scanned and attached to the related investigation in the RMS. The affidavit will transition to the Versadex Transcription Queue upon approval using the MRE function. The commanding officer, supervisor, or officer must contact Aurora Police Records to complete the transcription. The arresting officer will coordinate with either the Records Unit or the Aurora

Detention Center staff to obtain a printed copy of the approved affidavit and print their signature (with notarization in Adams County) on the affidavit.

The arresting member will deliver the printed and signed original hardcopy packet to Aurora Detention Center personnel, who may verify through Versadex that the affidavit is in the RMS. Submission of the affidavit to the Aurora Detention Center will serve as an advisement that the arrestee is ready for transport to the appropriate jurisdiction. The arresting officer is expected to stay in the detention center until the affidavit is signed. In certain circumstances, an off-site detective may be completing the affidavit. The arresting officer must communicate this information and provide a detective contact number prior to seeking authorization to leave the Detention Center.

Command officers or supervisors reviewing Municipal MRE or RMS affidavits can only approve or reject the report. Records Unit personnel will transcribe the MRE / RMS report and perform the appropriate NIBRS edits.

In accordance with agreements with the Aurora Detention Center, a detention supervisor will ensure that sufficient copies of the affidavit are printed as required by the respective Court. The arresting officer may leave the detention center but must complete all associated reports in MRE or RMS prior to returning to service and before the end of their shift.

In the event the MRE or RMS systems are unavailable, members will complete the warrantless arrest affidavit on an approved department form. The member will be responsible for coordinating with the appropriate command officer or supervisor for approval.

See "Directive 11.2 - Juvenile Procedures" for juvenile warrantless arrest procedures.

In the event a member finds that probable cause for the arrest has dissipated or otherwise does not exist, an on-duty command officer will immediately be notified. Without delay, the commanding officer, reviewing authority, arresting member, and the member's supervisor will review the affidavit to ensure that all facts in support of the charge have been fully articulated. If probable cause does not exist and the detainee is not being held for any other charges, the commanding officer will immediately notify an Aurora Detention Center supervisor with instructions to release the detainee without charges. The commanding officer will ensure that a supplemental report is completed detailing the circumstances leading to the release of the detainee. In addition, the commanding officer will notify a Records Unit supervisor of the change in status of the arrest to facilitate the necessary changes to the arrest record.

#### 8.10.11 Municipal Application for Arrest Warrant

If the suspect of a domestic violence-related offense cannot be located and arrested prior to the end of the investigating member's duty shift, the member is responsible for completing the municipal application for "Warrant for Arrest upon Affidavit and Sworn

Complaint." Copies of all reports associated with the case will be attached to the application. The member is responsible for taking the application before a municipal court judge or turning the application over to the patrol lieutenant or designee for follow-up.

#### 8.10.12 Traffic Collision Reports

Members will follow the guidelines set in the current version of the State of Colorado Investigating Officer's Crash Reporting Manual when completing crash reports.

Members will use the Mobile Report Entry (MRE) program to complete crash reports via the Mobile Digital Computer (MDC) in the police vehicle or a desktop computer. When the report is complete, the member will submit it electronically.

Members are responsible for monitoring their MRE correction and incomplete status report queues. The Records Management System (RMS) will send an email to any member whose report is rejected, alerting them that they have a report in need of correction. As required in "DM 17.03 - Telecommunications and E-Mail Use," all members assigned an e-mail account will check their messages at least once per shift. The e-mail account will be checked near the end of their shift prior to regularly scheduled days off to ensure prompt action of priority messages. Members will ensure they do not have any incomplete or rejected reports in the MRE correction or incomplete report queue at the end of their workweek.

Supervisors are responsible for monitoring the Report Beam queue of officers assigned to them.

Designated traffic collision reviewers are responsible for monitoring the MRE approval queue for crash reports pending approval.

Officers investigating a hit-and-run traffic collision should inquire from the victim or reporting party about any information regarding the identification of the suspect or suspect vehicle. A supplemental report will be completed with suspect information for follow-up by the officer or the Traffic Investigation Unit.

Citizens may submit traffic collision reports via online reporting if the crash meets the following criteria:

- The crash occurred within the City of Aurora.
- No suspicion of alcohol and/or drug intoxication by any of the involved drivers.
- Non-injury vehicle crash that occurred on a public roadway and all the involved drivers have valid proof of insurance, a valid driver's license, and the vehicle is registered.

- Non-injury hit-and-run crash that occurred on a public roadway, with no credible/workable suspect information (e.g., named suspect, complete license plate). The possibility of the crash being captured on video does not require an officer's response.

A citizen may go to the front desk and complete an online traffic collision report on the kiosk. A Front Desk Technician will courteously assist citizens having trouble with the computer data entry required for the report. The online traffic collision report is also available online to citizens with internet access.

The Front Desk Technician will notify dispatch for an officer to respond to the front desk for the report if the traffic collision involves any of the following:

- Death and/or Injury
- Involving Hazardous Materials
- Suspected alcohol and/or drug impairment of a driver.
- Hit and run (property damage only) when one or more vehicles are still at the scene.
- One or more drivers do not have insurance, proof of insurance, a valid driver's license, and/or registration unless the crash occurred on private property.
- Traffic collisions where a vehicle is not operable due to damage and is blocking a public roadway.
- Damage to public vehicles or property.

A supervisor or designee within the Traffic Section will monitor the Online Crash Report review queue. They are responsible for matching reports, eliminating duplication, and verifying the accuracy of reported details. Within seven days of report initiation, they will approve the report, thus, transferring it to the Records Section transcription queue. Records Section personnel will review, prepare, and make direct entry of the report into the Records Management System.

Every applicable block on the State of Colorado Traffic Crash Report Form will be completed. A traffic collision diagram will be drawn if required by the most current version of the State of Colorado Investigating Officer's Crash Reporting Manual to include:

- All Fatal Traffic Collisions
- All evident incapacitating injury crashes as described by the State of Colorado Investigating Officer's Crash Reporting Manual.

- All traffic collisions involving a bus.

In addition to the state manual, a diagram will be required on:

- All traffic collisions involving drivers suspected of alcohol and/or drug impairment.
- All city vehicle traffic collisions.

If the officer and/or a supervisor believes a diagram would strengthen an investigation, a diagram can still be completed.

Private property traffic collisions and online reports do not require a diagram or completion of the side blocks.

#### 8.10.13 Traffic Summonses

Traffic summonses will be completed with all the appropriate available information. It is essential to the prosecution of the case that the information contained in the summons is accurate.

Witnesses are to be listed in the space provided on the face of the summons. Any witness statements should be included in the member's notes or a supplemental report if applicable.

An officer's notes should contain enough information to not only refresh the officer's memory for court but also to explain the case or violation briefly to the prosecutor.

#### 8.10.14 Report Validation Requirements

All members are required to use the "Validate" function in Versadex for their reports before submitting them to their supervisor for approval. All reports that can be validated will be. If the report fails validation, except for errors of "seized property," the member is responsible for making the appropriate corrections to the report so it can be validated and submitted to a supervisor for approval.

Seized property errors are the exception due to members using the "direct entry" function in Versadex when entering the seized property into the records management system (e.g., during a narcotics investigation, a member locates and seizes a controlled substance and uses the "direct entry" function to submit the evidence to the Property & Evidence Unit).

#### 8.10.15 Report Submission and Corrections

Officers shall have all general offense (GO) and supplemental reports completed/submitted by the end of their shift except for instances where extenuating circumstances would prevent the officer from completing/submitting all their reports.

Instances of extenuating circumstances will be granted or denied by the rank of sergeant or above. In all cases, reports will be complete by the end of the work week, with no exceptions.

Members are required to check Versadex for report corrections each workday. If a report has been rejected and corrections are required, the member will make the corrections within the same workday. Additionally, members will check Versadex for report corrections near the end of their shift before regularly scheduled days off to ensure rejected reports have been corrected.

Many resources on how to complete the tasks listed above are located on the [Critical Administrative Task List for Patrol Officers](#).

#### 8.10.16 Supervisory/Command Review of Reports

Supervisors will review all general offense (GO) reports, supplemental reports, and summonses. Supervisors will make every effort to review the reports of the members assigned to their team/unit. Supervisors should have all general offense (GO) and supplemental reports reviewed/approved by the end of their shift. In all cases, reports will be reviewed/approved by the end of the work week with no exceptions. In cases where a sergeant is on leave, an overlapping sergeant on the same shift (days, swings, or graves) will review/approve reports on behalf of the sergeant on leave.

The lieutenant or designee will be responsible for ensuring sergeants who are assigned to them are in compliance with this directive.

The review will be for content, accuracy, completeness, and Versadex validation requirements. Supervisors are responsible for ensuring all reports that require validation are validated; all errors, except errors of "seized property," have been corrected prior to the report being approved for transcription.

A supervisor's signature will indicate that the subordinate completed and reported the assignment satisfactorily. Approving an MRE/RMS report for submission to the Records Management System constitutes a signature.

In all cases involving the incarceration of an adult or placement/detention of a juvenile, the supervisor or command officer is responsible for reviewing and approving the report and applicable affidavits. Reports lacking sufficient investigation or insufficient articulation of probable cause will be returned to the member for follow-up.

Every workday, sergeants will check their assigned member's Versadex-MRE report approval queue for all in-custody, same-day arrests, and other reports that must be approved prior to their end shift.

Every workweek, sergeants will audit each assigned member's Versadex-MRE report approval queue for all incomplete and overdue reports. Sergeants are responsible for

the efficient completion and approval of all subordinate reports, including traffic collision reports. Although traffic collision reports are reviewed and approved by Traffic Section personnel, team sergeants are responsible for ensuring the efficient completion of all traffic collision report corrections by their members. To ensure all subordinate reports have been checked, the supervisor needs to check "Individual Officer Queues," instructions on completing this task are in [SharePoint](#).

On a weekly basis, sergeants shall run the missing general offense report and search the list for their assigned members. Sergeants will direct their subordinates to complete the missing report. Instructions on "How to Pull the Overdue Report for Your Team" are in [SharePoint](#).

Many resources on how to complete the tasks listed above are located on the [Critical Administrative Task List for Patrol Supervisors](#).

#### 8.10.17 Privatization Function – Case Reports

All case reports generated in the normal course of business are public records and accessible by citizens of the community. Occasionally, based on the need for investigative integrity, sensitivity of the investigation/case, court order, and/or law, a case report requires confidentiality and can be marked as "private" within the RMS.

The privatization function within the RMS allows for restricting access to specific users, groups, and/or handles within the RMS. The overall coordination of the privatization function resides with the Records Section.

##### Priority Cases

Priority Cases are those case reports that should always be initially privatized due to the sensitivity of the investigation or information contained within, and include, but are not limited to:

- Homicides
- Officer-Involved Shootings (OIS)
- On-Duty Deaths of Personnel
- Criminal Investigations of Personnel
- Felonious Child Deaths

##### Privatization Protocols

The privatization, within the RMS, of individual case reports, shall be utilized:

- In order to ensure investigative integrity, confidentiality, and/or for the management of sensitive information; and
- Is only for an open case report, an ongoing investigation, a yet to be adjudicated case, and/or those designated by the Chief of Police or designee.

Privatization does not in itself preclude the release of a case report under the Colorado Criminal Justice Records Act (CCJRA).

Any case report that no longer meets the reasons for privatization should be un-privatized. However, this change does not in itself automatically mean the report will be released under the CCJRA.

Privatized cases should have a default Diary Date of three (3) years from the date of privatization.

When privatizing a case report, the responsible party will ensure that in addition to the user being listed, the PRIVATE RECORDS - ZREC handle is included in every instance, with no exceptions. When a case report is initially privatized, a Records Section Supervisor(s) must be notified and advised of the case report number and a brief reason for the privatization. Any user un-privatizing a case report must notify a Records Section Supervisor(s) of the case report number and reason for un-privatization. A note should be included in the privatization module's note section at inception.

The following Section/Unit Supervisors or Sergeants, in addition to the Chief of Police or designee, are authorized to privatize case reports:

- Records Section
- Major Investigations Section
  - Crimes Against Children (CAC)
  - Major Crime Homicide Unit (MCHU)
  - Sex Crimes Unit (SCU)
  - Special Victims Unit (SVU)
- Investigative Support Section
  - Gang Intervention Unit (GIU)
  - Intelligence Unit (IU)



- Narcotics Section
- Regional Anti-Violence Enforcement Network (RAVEN)
- Traffic Section
  - Traffic Investigation Unit

Any Section/Unit not listed above may request through the Chief of Police, Records Section Supervisor, or Records Section Manager to privatize a specific case report.

Anyone seeking access to a privatized case should make that request through the responsible party, or if after hours, through the appropriate on-call persons(s) via the on-call schedule for the respective responsible Section/Unit. The responsible party will then notify the Records Section Supervisor authorizing the approval of the request. In situations constituting an emergency, where a need to access a privatized case exists, authorization and the corresponding responsibility will reside with the Duty Lieutenant/Captain.

Records Section Supervisor Responsibilities:

The Records Section Supervisor(s) is responsible for maintaining a single record of all privatized case reports. The record maintained will include the case report number, the date of initial privatization, a brief note of the reason for privatization, and the date the case report was un-privatized. The Records Section Supervisor(s) will ensure that all priority case reports are privatized upon the transcription of the General Offense Report and following the privatization protocol set forth in this directive.

In addition to addressing system notifications received for cases surpassing preset Diary Dates, the Records Section Supervisor(s) will conduct an annual audit of the list of privatized cases at the beginning of each year, producing a list of cases older than the default three (3) years. The list of cases older than three (3) years will then be sent out to the supervisors who have privatization privileges for reconciliation.

Investigative Supervisor Responsibilities:

Investigative Supervisors, who have the ability to privatize case reports routed to their respective investigative units, will, upon the transcription of the General Offense Report and following the privatization protocol set forth in this directive, privatize any priority case reports not yet privatized by the Records Section.

In addition to addressing system notifications received for cases surpassing preset Diary Dates, Investigative Supervisors will conduct a review of the three (3) year old and older list of cases produced by the Records Section Supervisor(s) and determine the necessity of keeping the case privatized. Investigative Supervisors will be

responsible for notifying the Records Section Supervisor(s) of the status of their respective cases.

8.10.18 Incomplete Reports

Incomplete reports are reports where all pertinent information has been collected, and all preliminary investigations completed but have yet to be written. With supervisory approval, members may "incomplete" a report. All incomplete reports must be completed prior to the end of the member's scheduled workweek. Supervisors are responsible for monitoring the progress of all reports remaining in the approval queue.

To submit an incomplete report, the member will first receive approval from the supervisor to "incomplete" the report. All incomplete reports will be processed through the MRE / RMS. The member should enter as much information as possible to complete the General Offense report. A narrative will be added to indicate the report is incomplete but will be completed by the initiating officer. The supervisor should review this information and approve the report for transcription. The member will then submit a supplemental report, indicating in the text that the report is incomplete. The supervisor will reject the report, leaving a note in the approval queue for the supervisor's review and in the officer's queue serving as a reminder throughout the workweek.

8.10.19 Follow-up Investigations by Patrol Officers

Cases requiring follow-up investigation are not considered "incomplete." A complete General Offense report should be generated for the case based on the information available to the officer. The officer will notify their supervisor that the case requires follow-up for the investigation. In the text portion of the report, the member will note that they will complete the follow-up investigation. If necessary, the supervisor will ensure the report is routed to the appropriate patrol team for additional investigation.

8.10.20 Follow-up Investigations by Detective and Investigators

Investigation supervisors will assign cases requiring follow-up by a detective or investigator. All reports documenting follow-up by a detective or investigator will be documented within the Versadex case management system and approved by a supervisor. The supplemental report will allow only the author to make changes to the text and only until the report is locked and approved.

Information transcribed by Administrative Assistants will not be directly entered into the records management system. The Administrative Assistant will forward the information to the investigator, who will review and "copy and paste" the information into their report.

The investigative supervisor will review all reports completed by detectives and investigators. If the supervisor finds the case needs corrections or additions, they will

send the report back to the investigator for correction. Once the supervisor approves the report, it will be locked into the records management system.

The investigative supervisor will ensure that all reports connected to a case are approved and locked before the case is submitted to the prosecutor for filing.

In the instance where a locked document needs to be changed (e.g., the prosecutor requires additional information in an arrest affidavit), the detective or investigator will use the "Copy/Move" function to create the new document. The old document will remain locked in the records management system. The new modified document will also be approved and locked into the system, and the investigator will write a report stating the reason(s) there are multiple like documents in the case and clearly identify the correct document.

#### 8.10.21 Case Management

Supervisors are responsible for managing the approval queue for their assigned team. All reports generated by members of the team for a given workweek will be reviewed, corrected (if necessary), and approved before the end of the workweek. Under no circumstances should a report remain in the approval queue longer than one workweek. The District Deputy Commander or appropriate command officer may establish additional standards for managing these queues.

All supervisors are responsible for managing the investigative case management queues of the units under their span of control. Command officers will establish appropriate unit standard operating procedures to manage these queues. At a minimum, these standard operating procedures will address the following:

- Appropriate time periods for the clearance of cases
- Monitoring procedures
- Training

A commanding officer will audit the investigative case management queues each year in November in preparation for the annual officer rotation.

All lieutenants are responsible for monitoring the approval queues and the investigative case management queues for units assigned to their command.

Supervisors will ensure that cases are transferred with the member upon re-assignment. The receiving supervisor will be notified of the pending cases assigned to the member. New cases will not be assigned to the member once the re-assignment has been approved.

#### 8.10.22 Records Management System Security

Text written into the Records Management System can only be changed by the author of the text and only until the text is approved and locked with the following exceptions:

A department supervisor shall make all requests to unlock text to a records supervisor, lead, or acting supervisor.

- If a member locates a needed correction or has additional information to add to a text before it is finalized and approved by a supervisor, the report text may be unlocked following the above request process.
- If a case was mistakenly closed by a supervisor or by records personnel before being discovered, the report text may be unlocked following the above request process.
- If a member locates a needed correction for text after it is finalized, approved by a supervisor, but that specific text has not been discovered, it may be unlocked following the above request process. It should be expressed that this need is intended to be an exception, and measures should be taken to ensure reports and texts are submitted after proofreading and are complete and accurate at the time of submission.
- If a mistake is in the report text after the report text has been approved, locked, and previously discovered, the member will utilize the follow-up tab to document the addition of the needed correction.

Follow-up reports shall be used to document additional investigation and follow-up, and requests to unlock text should not replace this system functionality.

If a critical error occurs, such as text being added to the wrong case or the text disclosing private information that should not be part of the case, the member will contact a records supervisor, lead, or acting supervisor to have the text moved to the proper case. The member will write a report on both cases, documenting the error and corrections.

Release tracking will be checked on all cases and in all circumstances where a text unlock request is received. All information that has been previously forwarded for discovery will require an additional text to be added through a follow-up.

Record supervisors, leads, and those in an acting supervisory position will utilize the note tab to document when text is unlocked and who requested the action.

#### 8.10.23 Front Desk Personnel Reports

If members assigned to the front desk receive a call from a citizen or a call is routed to them from Aurora911, they will first determine:

- a. If the report can be filed by the citizen using the online report system, or;
- b. If the report can be taken by front desk personnel, or;
- c. If the call needs to be rerouted to Aurora911 for dispatch.

If it is determined the report can be filed on the online system, the front desk personnel will give the reporting party the information on how to make the report online ([Make an Online Crime Report](#)). Online reporting by citizens is defined by "DM 08.41 - Online Reporting."

If it is determined the call needs to be rerouted to Aurora911 for dispatch, front desk personnel will ensure the call is successfully transferred to an actual Aurora911 call taker before disconnecting from the caller.

Reports that may be taken over the phone by Front Desk Technicians include, but are not limited to the following:

- Cold property crime reports where there are no identifiable suspects, investigative leads, follow-up, or evidence (excluding reports involving stolen drugs or medication when the victim is an individual). Cold property crime reports involving prescription medication must be taken in-person to verify the reporting party's identity and prescription.
- Obscene/harassing phone call reports with no identifiable suspects, investigative leads, follow-up, or evidence. Instead of a report, the reporting party can be referred to options pursuant to "DM 08.25 - Phone Harassment Cases.
- Runaway and missing person reports where the victim is 13 years or older, and there are no risk factors or suspicious circumstances according to "DM 08.42 - Missing Persons and Runaway Reports."
- Lost property reports that cannot be completed through the online report system (e.g., firearms, explosives, motor vehicles, license plates).
- Found property reports if the citizen brings the recovered property to police headquarters during business hours of 0800 to 1700 (8 am – 5 pm). Front Desk Technicians cannot accept or enter controlled substances, firearms, or explosives as found property.

- Supplemental reports to add additional information or updated information to a report that does not require follow-up. The lead officer or detective in the case will be notified via email or through RMS routing of the supplemental report.
- Supplemental reports on stolen vehicles and license plates recovered by outside agencies can be handled by the front desk but are primarily handled by the Records Section.

Front Desk Technicians may take reports from citizens who walk into the Front Desk if the report meets the requirements of telephone reports listed above.

In addition to the reports that may be taken over the phone by Front Desk Technicians, sworn Police Officers assigned to the Front Desk can also take the following calls over the phone:

- Crimes against a person(s) reports involving no identifiable suspects, investigative leads, follow-up, or evidence.
- Reports of fraud, forgeries, identity theft, criminal impersonations, and unlawful use of a financial transaction device that have identified suspect leads and where the criminal activity occurred in Aurora.

All reports generated by front desk personnel will be reviewed and approved by the Front Desk Sergeant or Front Desk Supervisor in accordance with section 8.10.13 of this directive.

#### 8.10.24 Amending a Summons

Members may encounter the need to amend a summons. Amendments apply to those situations involving all the following circumstances:

- An error in the completion of the summons was discovered.
- The error does not involve an “impossible court date” (a date that has already passed) set on a state summons. “Impossible court dates” require the state summons to be retrieved (if possible), voided, and re-issued.
- The summons was issued to the defendant.
- The defendant is no longer available for the officer to retrieve the defendant’s copy of the summons to correct the error.

When a member determines that an error was made in completing a summons (municipal or state), the issuing member must complete a Memorandum to the City Attorney’s Office - Criminal Justice Division or appropriate District/County attorney

through the member's supervisor and Records Unit explaining the discrepancy and the necessary change. The original summons will be attached to the memorandum.

#### 8.10.25 Records Integrity

No member will alter or change a report that has been transcribed into the Records Management System. Once a report has been submitted to an approval queue, only the initiating officer may retrieve the report, either from the approval queue or from the correcting queue, and change/correct the report.

Once the report has been approved for transcription, Records personnel will perform NIBRS edits to ensure proper coding of the report but will not change any content of the report. Only Records personnel will change the classification of a report.

Should errors be found in a report, the initiating member is responsible for completing a supplemental report to make the necessary corrections.

#### 8.10.26 Voiding a Summons

Members should recognize the distinction between requesting a continuance or dismissal of a case related to a summons as enumerated in the directive "DM 08.03 - Court" section "8.3.3 Member Duties and Responsibilities" and voiding a summons due to an error or other circumstance that would render the summons unusable.

Members needing to void a summons will prepare a memorandum detailing the reason for the request, the summons number, and the status of all copies of the summons if all copies are not attached. Members will direct the memorandum and summons to their immediate supervisor for approval. If their immediate supervisor is not available, the member should submit the documents to the next supervisor in their chain of command.

After approval, the documents will be routed to a Records Supervisor for proper accounting of the summons.