

# AURORA POLICE DEPARTMENT

## DIRECTIVE MANUAL

### 08.41 ONLINE REPORTING

<b>Approved By:</b>	Todd Chamberlain, Chief of Police
<b>Effective:</b>	Nov-27-2024
<b>Revised:</b>	Nov-27-2024
<b>Associated Policy:</b>	N/A
<b>References:</b>	N/A
<b>Review Authority:</b>	Professional Standards and Training Division Chief and APD Legal Advisor(s)

#### 8.41.1 PURPOSE

This directive provides information about the department's online reporting system.

#### 8.41.2 SCOPE

This directive applies to all members of APD.

#### 8.41.3 POLICY

The Aurora Police Department provides community members the option of submitting criminal reports online using the online reporting system ([Make an Online Crime Report](#)).

#### 8.41.4 CREDIBLE/WORKABLE INVESTIGATIVE LEADS

Credible/workable investigative leads are defined as any of the following:

1. Named suspect(s) (not just a description)
2. Complete license plate of the vehicle driven by the suspect(s).
3. Evidence left at the scene (beyond evidence such as broken glass or scratch marks)

A crime captured on video does not constitute a report being taken by a sworn Police Officer or Front Desk Technician if there are no identifiable suspects, investigative leads, follow-up, or evidence. Online reporting evidence guidelines state the following:

If you have photo(s), video surveillance, or documents involving the crime, there is no need to submit that to the Aurora Police Department as evidence. We suggest you download it into the online report system or retain the photo(s), video surveillance, and/or related documents for twenty-four (24) months from the date of the crime. If we can establish positive identification of the suspect within that time, we will contact you to collect any additional evidence. After twenty-four (24) months, feel free to dispose of any evidence saved.

#### 8.41.5 ONLINE CRIME REPORTING BY COMMUNITY MEMBERS

The following types of crimes are the only types of crime reports community members may report via the online system:

1. Lost or missing property where there is no evidence of a criminal theft (excluding firearms, explosives, prescription medication, motor vehicles, and license plates).
2. Damaged property with no known suspects.
3. Theft with no known suspects (excluding firearms, explosives, motor vehicles, and license plates).
4. Attempted motor vehicle theft with an unidentified suspect and no evidence left at the scene beyond evidence such as broken glass or scratch marks.
5. Vandalism to a vehicle
6. Larceny from a vehicle
7. Larceny (shoplift) cases when the suspect is no longer at the scene and the suspect is not known.
8. Larceny (shoplift) cases when the suspect is known, but the reporting party does not want to press charges.
9. Supplemental report of stolen property from a burglary.
10. Check forgery
11. Fraudulent use of a credit card with no known suspects.
12. Identity theft

The Front Desk Supervisor or designee will be responsible for monitoring, approving, and importing the online reports into the Police Records Management System per the Front Desk Standard Operating Procedures.

#### **8.41.6 ONLINE TRAFFIC COLLISION REPORTS**

Community members may submit traffic collision (crash) reports via online reporting if the accident meets the following criteria:

1. Occurred within the City of Aurora
2. No Injuries
3. No alcohol or drug use by the involved drivers.
4. Hit-and-run traffic collision with no credible/workable investigative leads.

Community members will be given the option of filing the report online or completing the report via a kiosk at the Headquarters lobby.