

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	5.15
		Original Issue Date	Reissue/Effective Date
		5/21/19	10/25/19
Order Title: REPORT WRITING		Accreditation Standard: POSTC: 1.10.4 a; 1.7.5; 3.7.3	Section 5
		Section Title PATROL FUNCTIONS	
Rescinds:		Armando J. Perez, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this General Order is to establish procedures and standards for effective report writing for officers of the Bridgeport Police Department.

II. POLICY

It is the policy of the Bridgeport Police Department to document incidents of many different kinds on various types of reports and forms. Officers of this Department shall make or cause to be made, complete, detailed, and accurate reports for all reportable incidents and/or offenses on the proper forms and in the proper formats. Every complaint will be documented in the records management system (NexGen). Department members shall complete all required reports promptly and clearly, and in accordance with all federal, state, and local laws, and in accordance with all Department directives.

III. PROCEDURE

A. General

The Department documents incidents on various types of reports and forms so that a permanent record of events is available for:

1. Criminal charges and prosecution;
2. Civil liability protection;
3. Assistance to victims and other interested parties;
4. Further investigation;
5. Reference in regards to unusual events or occurrences;
6. Matters of public safety / health / welfare; and

7. Gathering statistical information for Uniform Crime Reports and other applications.

B. Format:

Officers of this Department shall make or cause to be made, complete, detailed, and accurate reports for all reportable incidents/offenses on the proper forms and in the proper formats. Additionally:

1. Each report will be assigned an incident or event number unique to that occurrence;
2. Reports shall be prepared in a computerized reporting system;
3. All proper names, including those of businesses, must be spelled out in full.
4. Twenty-four hour military time will be used throughout all reports;
5. The exact location of occurrence, including at least the hundred block designation if not the correct, complete physical address, will be recorded on the report. When appropriate and available, the city, community, subdivision, etc., will be listed;
6. When possible, contact information for all victims, complainants, and witnesses will include residence and employment addresses and phone numbers;
7. Every effort will be made to include dates of birth for all persons named in any incident/offense report or supplement. This includes complainants, victims, witnesses, suspects, and accused;
8. When applicable, the reporting officer will affix his signature followed by CAD number (officer's last name printed legibly below or beside signature) on all reports in blue ink to distinguish photocopies from original documents;

C. Submission of Initial Investigative and Incident Reports

1. All initial reports will be completed and submitted to the appropriate supervisor prior to the end of shift, unless they are specifically authorized to be placed "on hold" by a supervisor;
2. In any case, when an initial report is not completed by the end of shift, supervisory approval shall be obtained. If same-day submission is not feasible, the complete initial report shall be submitted within three (3) days of when the investigation originated. The three-day extension shall only apply to routine incidents that do not require follow up, arrest, further investigation or DB referral.

3. At no time, without the permission of a shift supervisor, shall a report be placed "on hold" if the reporting officer does not anticipate reporting for duty the following day; e.g., days off, scheduled leave, etc.;
4. After review and approval, supervisors will forward a copy of any report which requires follow-up, directly to the appropriate officer and Records Division.
5. All reports will contain all available, relevant information. Supplemental reports shall be submitted at the discretion of the investigator or as required by the reviewing supervisor but no less than every 30 days for open cases.;
6. Reports will be reviewed and approved or rejected by the appropriate supervisor immediately upon completion. Normally, the "appropriate supervisor" to review the officer's report is the officer's direct supervisor.
7. Regardless of an investigation's status, supplemental reports will be completed and submitted if any additional information is developed;
8. Open cases shall be updated every 30 days. A supplementary report shall be submitted at least once every 30 days for each open or unsolved case assigned to an investigator. Supplementary reports ensure that open cases receive consistent investigative and supervisor attention until closed or completed.
9. Supervisors shall check all open or unsolved cases of their assigned subordinates on the 1st of each month, or as close to that date as practicable based on the work schedule.
10. The Detective Bureau Supervisors shall prepare a poll of the open cases in the case management system on the 15th of every month and provide that polling data to their subordinates.
11. Under no circumstances shall an employee knowingly include, or permit the inclusion of, any false, fraudulent, or misleading information in any official report prepared or produced by this Department;
12. Under no circumstances shall an employee knowingly exclude any information which by its omission would be misleading or fraudulent. Further, no pertinent information shall be omitted with the intent of avoiding follow-up investigation or avoiding completion of a multiple-page report.

D. Incidents Requiring Reports

1. All incidents or events necessitate the completion of a written report. An Incident Report may serve to meet the minimum reporting standard in minor

cases or where a full report is not feasible. Officers may become involved in or become aware of these incidents as a result of:

- a. Any reported or observed crime;
 - b. Citizen's report of crimes;
 - c. Citizen complaints;
 - d. Citizen requests for service;
 - e. Officer dispatched or assigned to calls;
 - f. When an officer is assigned to investigate;
 - g. When an officer is assigned to take action at a later time;
 - h. Criminal and non-criminal cases initiated by the Department; and/or
 - i. Incidents involving arrests, citations, or summonses.
2. The documentation of the above activity may be in the following format:
- a. Computer generated data;
 - b. Incident Reports;
 - c. Accident Reports;
 - d. Summonses, misdemeanors, and infractions
3. The following is a list of incidents that generally require an Incident Report, along with the minimum documentation to be completed and/or submitted:
- Abduction
 - Accidents: Extensive Damage, Vehicle Disabled, Hit and Run, Injury, Fatal
 - Accessory, Before or After the Fact
 - Alcohol Violation
 - Animal Bite - Animal Bite Report, Supplement if owner unknown or cannot be located
 - Arson or Burning
 - Assault
 - Attempts to Commit any Crime
 - Auto Theft
 - Bad Checks
 - Bigamy
 - Blackmail
 - Bomb Threat
 - Breaking and Entering
 - Bribery
 - Burglary
 - Carjacking
 - Cemetery Desecration
 - Child Abuse / Neglect / Stealing
 - Civil Disturbance
 - Conspiracy to Commit a Crime

- Contributing to the Delinquency
- Counterfeit Money or Securities
- Cruelty to Animals
- Damage to Property
- Deaths, Unattended - Death Report;
- Discharging Firearms
- Domestic Violence and Domestic Violence Supplemental Report
- Driving While Intoxicated Drugs / Narcotics
- Recovered Property
- Emergency Evaluation
- Escapes From Custody
- Ex-Parte, Protective or Peace Order Violations
- Explosives
- Extortion
- False Report of a Crime
- False Fire Alarm
- Fires with Damage
- Forgery / Uttering
- Found Property
- Fraud
- Gambling and Related Offenses\
- Impersonating an Officer
- Injured Person
- Kidnapping
- License / Permit Violations
- Lost Property
- Medical Complaints
- Missing Persons
- Overdose / Poison
- Prostitution
- Prowler
- Racial, Religious and Ethnic Incidents
- Rape
- Recovered Stolen Vehicle
- Robbery
- Sabotage
- Sex Offenses
- Stop and Frisk
- Stolen Property, Receiving / Possessing
- Stolen Vehicles
- Suspicious Persons / Incidents / Circumstances
- Tampering with a Vehicle
- Telephone Misuse
- Theft

- Towing vehicles (non-accident)
- Unauthorized Use of a Motor Vehicle
- Use of Force (supplements to be completed by all involved / witnessing officers);
- Vandalism
- Weapons Violations
- All other incidents requiring a report as directed elsewhere in this Manual and any non-conflicting SOPs.

NOTE: Dependent upon the nature, course, and scope of a particular investigation, additional reports or forms may be required. Any property or evidence recovered as a result of an officer's official duties will be recorded on a property report and will require completion of an incident report, whether the property is immediately released or not.

E. Report Forms

1. Report Information Required

Reports prepared in the documentation of police activity shall contain the following information, if accessible.

- Call For Service Number (CFS)/ Case number,
- Date and time of incident;
- Date and time of initial reporting.
- Name, Address, D.O.B., Phone Number and Social Security # (If provided) of victim, complainant, or person requesting service.
- Nature of incident.
- Location of incident;
- Written narrative of action taken or details of investigation.

2. All reports shall be written in such a manner that the five W's (Who, What, When, Where, and Why) along with How are answered. Report narratives shall not contain abbreviations.

3. Report Forms

- a. Department members shall utilize the designated departmental forms appropriate to each type of incident or activity.
- b. Department members will use only authorized Bridgeport Police Department or State of Connecticut forms or reports.
- c. The forms shall be computer generated through the Bridgeport Police Department database (NexGen).

- d. Forms are to be filled out completely and accurately by obtaining the required information to insure that the records of this Department accurately reflect information concerning Department activities.
- e. Comprehensive reporting requirements and instructions for the completion of appropriate report forms are contained in the NexGen Training manual.

4. Supplemental Forms

- a. The forms may be computer generated through the Bridgeport Police Department Forms database (NexGen).
- b. Forms are to be filled out completely and accurately by obtaining the required information to insure that the records of this Department accurately reflect information concerning Department activities.

5. Supervisory Review of Reports

- a. Officers shall check the NexGen Case Management in NexGen for each type of Incident, Accident, or Arrest prior to the completion of their shift.
- b. Initial reports and motor vehicle accident reports, excluding arrests, fatal or serious motor vehicle accident reports, shall be completed within three (3) calendar days of the incident.
- c. A supervisor has the discretion to require the completion and submission of any report prior to the (3) calendar day time limit.
- d. All reports will be sent to the appropriate supervisor for approval.
- e. Supervisors are required to review all reports for accuracy and content and shall see that all corrections and/or additions are made when necessary. In the event that the Supervisor is dissatisfied with the manner in which the report or any portion thereof has been written, it shall be returned to the reporting officer with any comments the supervisor may have.
- f. Supervisors will indicate approval of the report by virtue of their signature and date on the case report, narrative, and/or supplemental forms.
- g. Supervisors shall approve the reports only when they are correct and complete (not indicating that the case status is "open" indicates that the report is complete up to that point).

- h. Upon supervisory approval, the report will be forwarded to Records Division for retention and/or distribution.

F. Circumstances Requiring Specific Reporting Procedures

Some incidents by their very nature require specialized reporting procedures. Just as different incidents require varied report forms and formats, some reports require the inclusion of specific information for various purposes, be it Uniform Crime Reporting, compilation of statistical data, or entry of stolen property in the NCIC computer system. Others necessitate procedures unique to that particular incident type. The following portion of this policy addresses some of these circumstances and requirements:

1. Child/vulnerable adult/elderly abuse reports must contain the relationship between the suspect(s) and the victim(s) to establish a care, custodial or familial association.
2. Manufacturers' serial numbers, model numbers and any other unique descriptive information when available, will be included for all property lost, stolen or damaged when such information is available.
3. A monetary value must be included for all property lost, stolen or damaged.
4. All domestic-related (not only domestic assault) reports must contain:
 - a. the relationship between the offender(s) and the victim(s);
 - b. whether the offender(s) and victim(s) have ever been cohabitants, if not currently;
 - c. whether or not the victim(s) and/or offender(s) were under the influence of alcohol or drugs at the time of the incident;
 - d. the reported cause of the incident; and
 - e. a notation that a victim was provided with contact information for victim services was given.
5. All assault reports, including domestic violence, will contain:
 - a. a detailed description of weapon(s) used, if any;
 - b. a detailed description of injuries sustained; and
 - c. medical treatment received, if any.
6. Officers should include in assault reports, particularly those involving domestic violence:
 - a. any spontaneous or excited utterances made by any involved party; and

- b. photographs of injuries should be taken and submitted into Nexgen as part of the incident report.
- 7. All missing persons reports will be completed and submitted before the end of the reporting officer's shift. In those missing persons cases deemed to be critical, an immediate notification will be made to the duty supervisor or the Officer's immediate supervisor who, in turn, will notify the Detective Bureau. Examples would be:
 - a. indications the person is missing under suspicious circumstances;
 - b. indications the missing person is in immediate need of medication or other medical attention;
 - c. indications the missing person may be suicidal or otherwise mentally unstable; or
 - d. any indication the missing person may be in danger due to age, condition, or infirmity.
- 8. Generally, incidents involving multiple victims, where it can be established that they occurred during the same time frame and were most likely committed by the same person(s), may be recorded on the same report with a single incident number. All victims will be listed on the report cover sheet. A property report will be completed listing each victim and his property independent of each other, if more than one victim is included in a single report.
- 9. When a combination of offenses occurs during the same incident or continuing course of incidents, a single report will be sufficient. The incidents shall be listed with the most serious first; i.e., Homicide/Robbery, Rape/Possession of Marijuana, Burglary/Auto Theft, etc. The exception shall be motor vehicle accidents which shall require a different incident report number.
- 10. All reports requiring prompt NCIC entry or removal will be completed and submitted to a supervisor immediately for review and approval; i.e., juvenile/critical missing persons, stolen/recovered vehicles, stolen/ recovered registration plates..
- 11. All reports for stolen or recovered vehicles must contain whether the vehicle was displaying the front, rear, both or no registration plates at the time of the theft or recovery.

G. Reporting Cautions

- 1. In any report form or format, there are a number of possibilities for errors to be made. Care must be taken to recognize this and every effort made to avoid mistakes. Most reports rejected by the unit supervisor are due to insufficient

or inaccurate information. Recognizing that the reviewing supervisor may not be the last person reading them, it should become the goal of each employee to prepare complete, accurate and properly formatted reports. Employees should consider their reports may be, and often are read by:accused individuals; defense attorneys; state's attorneys; judges; insurance companies; investigators from this and allied departments; command staff officers; victims; and any number of other concerned persons.

2. Commonly made mistakes and problem areas include:

- a. improperly transcribing incident numbers
- b. incorrect offense/incident types
- c. improperly transcribing telephone numbers
- d. failure to include area codes
- e. improperly transcribing dates of birth
- f. incomplete property descriptions
- g. failure to include nature of damage to property
- h. inaccurate property values
- i. incorrect vehicle VIN'S
- j. incorrect spelling of names
- k. transposing names of victims, suspects/accused, complainants and witnesses
- l. missing report format captions
- m. insufficient information specific to the incident type
- n. failure to include Property Held number for property/evidence recovered
- o. failure to properly designate persons as suspects or accused
- p. illegibility.

H. Legible Name

Officers must print their last names legibly below or beside their signatures in parentheses on any official or legal documents requiring a signature, such as citations, warnings, forms, and repair orders, unless these documents are preprinted with the officer's name. The officer's CAD number must also be legible. Supervisors are to ensure that both printed names and CAD numbers are legible on all such documents. This policy includes all employees who may sign official and/or legal documents in the course of their duties.