




Clayton County Police Department PROCEDURES

Subject FIELD REPORTING		Procedure # D9	
Authorizing Signature 	Effective 02-25-2025	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 9

I. PURPOSE

To establish a field reporting system to include guidelines for when departmental reports must be completed, 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

It is the policy of the Clayton County Police Department (CCPD) that personnel shall utilize the Department's Records Management System (RMS) to document crimes, arrests, and other matters. The functions served by these reports are guiding and documenting:

- A. The investigation and actions of personnel at the scene of crimes and other incidents;
- B. The official communication between the reporting employee and follow-up employee(s), reviewing supervisor, prosecutor, evidence custodian, or other interested party;
- C. The follow-up investigation, the disposition of the case, the handling of property, evidence and other procedures, and by linking each action with the original *Incident Report*; and
- D. The basis for crime analysis, both for the deployment of personnel assigned to specialized units, and for the investigation of cases; and the basis for reporting the National Incident Based Reporting System (NIBRS) statistics to the Federal Bureau of Investigation (FBI).

III. DEPARTMENTAL REPORTS & FORMS

- A. The Department has standardized reports/forms authorized for use by personnel for the purpose of report taking. The report/forms conform to criteria necessary for case documentation, case prosecution and for reporting of state and federal statistical data. [CALEA 82.2.1(b)]
- B. The Targeted Investigations through Analysis of Networks (TITAN) Unit is responsible for the creation and revision of reports/forms as approved by the Chief of Police.
- C. The Central Records Unit is the main repository for reports and corresponding forms that are generated and completed by sworn and non-sworn personnel assigned to any component or subcomponent of the Department.
- D. The TITAN Unit collects crime/incident data from agency reports then organizes, analyzes, and interprets the data to evaluate past performance and identify criminal activity patterns and trends.

- E. The Records Unit Supervisor and the TITAN Unit have primary responsibility for security, control, and oversight of the Department's Records Management System (hereinafter referred to as RMS).
- F. Personnel shall utilize the appropriate reports/forms, when completing daily tasks that require such reports/forms. This is an imperative step to the collection and submission of data for the National Incident Based Reporting System (NIBRS).
- G. Supervisors are to only accept reports/forms as authorized by the Chief of Police.
- H. Departmental Reports
 1. Personnel will complete *Incident Reports* and other documentation reports using the applicable modules in RMS.
 2. Personnel are granted access to RMS with permissions defined by their assignment.
 3. Personnel can access RMS from the CCPD intranet homepage, or by clicking on the following link: <http://172.16.15.146/Favorites>.
 4. *Motor Vehicle Accident Reports* have their own procedures, refer to CCPD SOP: *D42: Traffic Enforcement*.
- I. Departmental Forms
 1. Forms listed on the CCPD Intranet are the only authorized forms to be used by personnel.
 2. On the CCPD Intranet homepage, personnel can access these forms by clicking on the "Favorites" tab, a list of options will appear and "Departmental Forms" is one of the options.
 3. Blank forms that are saved on a device using any other format other than the authorized forms shall not be used.
- J. Authorized Reports/Forms

Departmental reports and/or forms authorized for use by personnel for field reporting purposes include, but are not limited to, the following:

Arrest/Booking Report (ABR): Utilized to record the arrest data of an offender at the time of booking.

Consent to Search Person Form: Utilized when obtaining consent from a person to search his/her person.

Consent to Search Property Form: Utilized when obtaining consent from the owner, or responsible person, to search the owner's, or responsible person's property.

County Parking Citation: Utilized by sworn personnel as a civil action to enforce County ordinances and State laws regarding parking.

DUI Supplemental Report: Utilized to document an arrest for driving under the influence (DUI) of alcohol or drugs, officer's observations, chemical test data, field sobriety tests, actions taken by personnel, vehicle(s) involved, etc.

Evidence Submission Form (Property Receipt): Formerly used to document and log all evidence and/or property recovered or found by departmental personnel.

Fingerprint Comparison Request Form: Utilized to request the comparison of a person's known fingerprints with latent prints.

Gang Information Form: Used to record information from or about subjects during field interviews conducted by officers; information on vice, drugs or organized crime; and forwarded to the Criminal Investigation Division (CID) and/or the Special Operations Division.

Incident Report: Used to document any incident (e.g., criminal, non-criminal, etc.), including family violence, juvenile/confidential persons, property, vehicles, etc.; actions taken by

personnel; all parties (e.g., complainants, victims, witnesses, suspects, offenders, etc.) involved; descriptions of property (e.g., lost, stolen, recovered, found, etc.), including model and serial numbers, if known; and statements and investigative leads.

Incident Supplemental Report: Utilized to continue an *Incident Report* narrative, as needed, or to add other information to a report or case file that was not originally included.

Interpreter Services Waiver Form (for Hearing-Impaired Persons): Utilized for, but prior to, the interview of a hearing-impaired person who is entitled to an interpreter and agrees to waive the need for an interpreter.

Juvenile Complaint Forms:

1. JUV-1: Juvenile Delinquency Complaint: Completed when a juvenile is arrested and/or charged with a delinquent (criminal) offense that generally falls under Title 16 of the Official Code of Georgia Annotated (OCGA), regardless of detainment at a juvenile detention facility.
2. JUV-2: Juvenile Dependency Complaint: Completed for all dependency matters that include allegations that a juvenile's physical or mental health and welfare is substantially at risk of harm from abuse, neglect, or exploitation and who may further be threatened by the conduct of others.
3. JUV-3: Children in Need of Services (CHINS) Complaint: Completed for all matters where a juvenile is accused as a Child in Need of Services (formerly referred to as "Ungovernable," that involve runaway, ungovernable behavior, status offenses, truancy, and other matters wherein an adult cannot be charged).

Miranda Rights Waiver Form: Utilized for, but prior to, the custodial interrogation of a suspect.

Miscellaneous Non-Criminal Report: May be used when an employee is assigned or dispatched to a non-criminal case/incident and the employee determines the incident should be documented on such report.

Motor Vehicle Accident Report: Utilized for the reporting of motor vehicle accidents that occur on the roadways, streets, and highways of the State of Georgia, and on private property; accessible through the Georgia Electronic Accident Reporting System (GEARS).

Statement Form: Used to record the statements of individuals.

Unauthorized Alarm Card: Utilized to document the response of departmental personnel to a location due to a security alarm (silent or audible); and left in a conspicuous place for the property owner or responsible person.

Uniform Misdemeanor Citation (UMC): Utilized to document offender data information for Accusation of Unlawful Squatting or in lieu of Arrest for four (4) specific misdemeanor violations/criminal offenses for which accusations were made by sworn personnel; and issued to offenders as a summons to appear in court.

Uniform Traffic Citation (UTC): Utilized to document driver and/or offender data information from traffic violations and criminal offenses for which charge(s) and/or arrest(s) were made by sworn personnel; and issued to drivers and/or offenders as a summons to appear in court.

Vehicle Impound & Owner Notification Sheet (Blue Sheet): Utilized when a stolen vehicle is recovered, or an abandoned vehicle is impounded, to notify the registered owner of their vehicle's current location.

Vehicle Inventory Form: Utilized by sworn personnel, on all vehicles impounded by the Department. Officers shall document the vehicle information, any damage to the vehicle not incurred during a vehicle accident for which the vehicle is being impounded, and a detailed list of items that were inventoried and the removal of any evidence and/or property.

IV. GENERAL GUIDELINES

- A. The Uniform Patrol Division is primarily responsible for conducting preliminary investigations of all incidents and categories of crime.
 - 1. The reporting personnel shall utilize the procedures outlined in CCPD SOP: *D4: Criminal Investigations*, when conducting preliminary investigations.
 - 2. The results of the investigation and employee's actions are described in an *Incident Report*; this report is the basis of the Department's official knowledge of the incident and any subsequent action.
 - 3. The employee 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.
- B. All employees shall report incidents accurately, thoroughly, and in a timely manner. *Incident Reports* prepared by employees are an accurate account of criminal incidents and/or activities reported by citizens. It is essential that all personnel ensure that an *Incident Report* is completed when appropriate and that an accurate account of the facts is reported.
- C. Employees shall utilize RMS to document crimes, arrests, and other matters.
 - 1. Each report will be satisfactorily completed and submitted using RMS.
 - 2. If RMS is not functioning properly, employees should consider using Word to write the report narrative, and pasting this information into the narrative box in the RMS report template. This way if RMS were to go down while typing the narrative, the employee has not lost anything. When RMS is restored or functioning properly, the employee can finish their report.
- D. All *Incident Reports* must have a case number. When adding information to a report by using an *Incident Supplemental Report*, employees shall verify that it is the same case number as the original *Incident Report*. Employees shall never use a case 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.
- E. When reporting a victim's or other person's telephone number, specify the area code. The email address should be obtained and documented for follow up communication with the involved parties.
- F. Ensure that the correct incident location is used, if the incident occurred at a different location than where the employee was dispatched. Always include the full address, including apartment number, suite number or room number, when applicable.
- G. All reports must comply with the provisions of the National Incident-Based Reporting System (NIBRS) guidelines, as administered by the Central Records Unit.
- H. Personnel shall complete an *Incident Report* for the following circumstances:
 - 1. Citizen reports and/or allegations of crimes; [CALEA 82.2.2(a)]
 - 2. Citizen complaints (civil or criminal) in which the citizen requests a report; [CALEA 82.2.2(b)]
 - 3. Dispatched, assigned or self-initiated calls or investigations, criminal or non-criminal, by personnel that involve: [CALEA 82.2.2(c)]
 - a. An arrest; [CALEA 82.2.2(e)]
 - b. A search of a person or property;
 - c. The physical detainment of a person;
 - d. A juvenile being deemed a 'Child in Need of Services' (CHINS), as defined by OCGA § 15-11-2 et. seq.;

- e. The seizure of evidence;
- f. The recovery of lost, mislaid or stolen property;
- g. The intentional physical contact between an employee and a citizen, regardless of who initiated the physical contact;
- h. Civil matters or disturbances between parties (e.g., property disputes, non-criminal arguments and/or confrontations, incidents involving court orders, etc.) which would establish a history, pattern and/or potential pattern of behavior, to be used as evidence during future investigations; and/or
- i. Personnel assisting another agency with an investigation. However, the sole act of determining the jurisdiction of an incident for reporting purposes does not establish that investigative assistance was provided.

The aforementioned list applies to all calls or investigations, including those resulting in non-criminal cases as well as traffic stops where no *Uniform Traffic Citation (UTC)* was issued. [CALEA 82.2.2(c) (d)]

- 4. There are other departmental standard operating procedures which require the completion of a report for certain incident types (e.g., domestic disturbances, family violence, hate crimes, motor vehicle accidents, etc.) that might fall into a category listed above.

Furthermore, other departmental standard operating procedures require that certain circumstances, action(s) and/or effort(s) be documented within the corresponding report(s) and/or case file(s), (e.g. interviews and interrogations, vehicle impounds, etc.).

- 5. The mere lack of identifying information (e.g., make, model, serial number, vehicle identification number, license plate number, etc.) for property reported as lost or stolen does not alleviate the requirement for an *Incident Report*. Personnel shall complete *Incident Reports* for those alleged incidents or crimes and instruct the complainant and/or victim to contact the Department to update the corresponding reports, using the same case number, when the identifying information is available.

- I. Depending on the circumstances of a call or investigation, more than one (1) report or form may be required to properly document the incident.
- J. If two (2) or more persons report the same incident, only one (1) report shall be completed.
- K. For case continuity, assisting employees may be required to complete an *Incident Supplemental Report*, using the same case number utilized by the primary reporting employee for the incident and/or investigation, to document their actions, efforts or findings. In addition, each assisting employee will complete an *Incident Supplemental Report* at the request of the primary reporting or investigating employee, the instruction of a supervisor, or in accordance with departmental standard operating procedures.

V. GENERATING CAD & CASE NUMBERS

- A. Computer-Aided Dispatch (CAD) System Numbering (Event ID Numbers)

Refer to CCPD SOP: *A9: Radio Communications*. The assignment of an Event ID number to any incident, request for service and/or police self-initiated activity does not indicate that an *Incident Report* or form was initiated and/or completed, or that a departmental case number was requested.

- B. Case Numbering System [CALEA 82.2.3]

- 1. Each departmental case number assigned is unique and generated sequentially. The first two (2) digits of a case number indicate the year the incident occurred (e.g., “25” indicates the year of 2025). The last (6) six digits indicate the sequential number of an incident.

The case number associates and/or links all related reports, *Incident Supplemental Reports*, documentation and forms to the primary reporting personnel, a particular incident and a specified incident location.

2. A case number shall not be requested unless the correct CCPD Signal and the exact incident location (e.g., exact physical address, intersecting cross streets, etc.) are known and provided to or verified with E911/Communications personnel.

E911/Communications personnel are responsible for ensuring that the correct signal and exact incident location are reflected on CAD, when updated by sworn personnel.

- a. Reporting personnel will make every effort to determine and/or establish the exact incident location for the incident being reported.
- b. Reporting personnel are prohibited from using the physical address of CCPD Headquarters, any precinct or other departmental facility as an incident location, unless the incident being reported actually occurred on that premises.

The only exception to this restriction is when investigative personnel (e.g., Special Operations Division, Criminal Investigation Division, etc.), or any other personnel approved by a concerned supervisor to do so, uses one (1) of the addresses to maintain the integrity and confidentiality of an investigation.

3. Upon the request of reporting personnel, or a concerned supervisor, a case number will be generated and assigned by E911/Communications personnel to any incident, call for service or other police-related activity for the purpose of completing any departmental report and/or form(s).

VI. COMPLETION, SUBMISSION & REVIEW OF REPORTS [CALEA 82.2.1(d)]

A. Primary Reporting Personnel

Generally, the first responding employee to an incident shall be the primary reporting and/or investigating employee, and such employee shall be responsible for the documentation of the incident and the completion the initial *Incident Report*.

B. Taking of Reports by Telephone, Mail or Email [CALEA 82.2.5]

1. Employees assigned to a watch office, tele-serve unit or other desk duty are authorized to take requests for reports over the telephone, but only if the type of incident does not require personnel to be dispatched to the scene (e.g., minor property damage – criminal or non-criminal, harassing phone calls, lost article, etc.), and if the report will not interfere with the employee's primary duties or responsibilities at that time.
2. A request received by mail or email for an *Incident Report* will only be accepted and honored under exigent circumstances in which the complainant or victim is unable to contact an employee in person and the type of incident does not require personnel to be dispatched to the scene. Requests of this type will be forwarded to the concerned Shift and/or Unit Commander for disposition or assignment.

C. Completion of Reports & Forms

1. Required Information on All Reports and/or Forms [CALEA 82.2.1(c)]

- a. All departmental reports and forms requiring the reporting personnel's name and/or signature, depending on the report or form, also requires personnel to include their employee number adjacent to, or in the immediate area of, their name and/or signature. The name and/or employee number shall be legible.
- b. Reporting personnel are responsible for ensuring that the correct and exact incident location is listed in CAD and is reflected on the corresponding *Incident Report* and/or form(s).

- c. Because reports and forms become public record, personnel are prohibited from using the CCPD's Signals & Codes and slang on any report or form, in any data field or in the narrative. The narrative will be written in Standard English.

The only exception to this restriction is when reporting personnel are quoting someone or something relevant to the investigation being reported.

- d. Information required on all submitted reports (e.g., *Incident Reports*, *Use of Force Reports*, *Vehicle Pursuit Reports*, etc.) shall specifically include the following, as applicable:

- 1) Corresponding case number;
- 2) Type of incident and/or crime(s) alleged or committed;
- 3) Incident date(s) and time(s);
- 4) Exact incident location (e.g., exact and complete address, specified intersecting cross streets, etc.); and
- 5) All known identification and contact information for all parties (e.g., complainants, offenders, victims, witnesses, and/or suspects, etc.) involved, including children; and parties, including children, who are on scene at the time of the incident and/or during the on-scene presence of reporting personnel, regardless of whether or not they provided formal or informal statements or information.

The identification information of confidential parties will not be listed within the public portion of any report and/or form. Such identification information will be listed on the *Incident Supplemental Report* and marked as confidential.

- 6) All known vehicle information, if applicable;
- 7) Listing of evidence and/or property (e.g., seized, stolen, recovered or found, etc.), if applicable, to include detailed descriptions of each; and
- 8) Value of each item or article of recovered and/or stolen property, if applicable, and the total value(s) of all recovered and stolen property.
- 9) All applicable data fields and/or Uniform Crime Reporting (UCR) blocks shall be completed on all reports and forms. Those data fields and/or UCR blocks include, but are not limited to, all biographical information, number of weapons and type, number of total arrests for a given crime, GCIC entry, if burglary, was entry forced, etc.

2. Narrative

- a. All reports taken and completed by employees of this Department shall contain sufficient information in the narrative portion of the report that, if a crime has been committed, establishes probable cause for that crime. The report should contain the elements of that crime, or violations of law, or facts sufficient enough to establish the nature of the offense, crime, or incident, or communicates the nature, action and results of any call for service and/or investigation.
- b. The narrative of a report and/or form objectively presents facts about what was experienced, observed and/or performed during a call, incident or investigation. The information contained in the narrative will become public record and may be used for future follow-up investigations and/or as evidence in court.

The narrative must be clear and factual, display correct spelling and punctuation, and be organized in a manner that is understandable.

- c. The narrative must include the following:
 - 1) Identification of the incident location, date(s) and time(s) of the incident;

- 2) What emergency equipment (e.g., lights, siren, or both, etc.) was utilized by sworn officers only, during the officer(s) response, if applicable;
- 3) Circumstances and/or evidence in support of, or in contradiction to, the elements of the crime or incident alleged;
- 4) Circumstances and/or manner, and by whom, any and all evidence was discovered, found, collected or seized;
- 5) Identification of, and information provided by, all parties involved (e.g., complainants, offenders, victims, witnesses, suspects, etc.), including children, when applicable;
Confidential parties will not be identified by name within the public portion of any report and/or form narrative. Their identities will be kept confidential an *Incident Supplemental Report* and marked as confidential.
- 6) The actions and efforts of the primary reporting employee;
- 7) The actions and efforts of assisting employees;
- 8) Any and all details (e.g., weapon identification and description, identification and description of items requiring NCIC/GCIC entries, etc.) which corroborate the information in any applicable data field(s) and/or UCR block(s); and
- 9) Any other pertinent information necessary for the proper documentation of a call, incident or investigation.

3. Statements

- a. Information obtained from verbal or written statements made by any party (e.g., complainant, offender, victim, witness, suspect, etc.) must be accurately reflected in the narrative portion of any related report. The reporting employee is prohibited from only referencing a verbal or written statement provided by one (1) party, if other verbal or written statements are obtained.

Any reporting employee who obtains a verbal or written statement from an individual that said employee previously obtained a statement from will ensure that the more recent verbal or written statement accurately reflects what was previously stated by the individual. Any discrepancies shall be addressed with the individual the moment a discrepancy is discovered.

- b. Personnel will attempt to obtain a statement from each party involved, each party on scene at the time of the incident, and/or any parties who are alleged or claim to have knowledge pertinent to the investigation.
- c. Personnel will attempt to obtain a written statement from each party (e.g., complainants, offenders, suspects, victims, witnesses, etc.), who provide information pertinent to the investigation and/or resolution of an allegation, case or incident.
- d. The decision to obtain a written statement from a juvenile will be on a case-by-case basis and is dependent upon the abilities of the juvenile in question. See also CCPD SOP: *A10: Juvenile Procedures*, regarding statements and/or written statements obtained from juveniles.

D. Submission of Reports & Forms for Review, Approval & Corrections [CALEA 82.2.1(e)]

1. The immediate supervisor(s) of the reporting personnel is/are authorized to review and approve submitted reports and/or forms. Only through the direct coordination between supervisors of different shifts and/or units, not by or through non-supervisory personnel, shall there be an exception.
2. Supervisors will review reports and/or forms for accuracy and quality prior to their permanent, non-editable storage in the RMS database and/or their distribution to the Central Records Unit, other agencies, and to local, state and federal criminal information

repositories. Supervisors shall not approve any reports and/or forms that fail to meet departmental standards. Any report and/or form deemed insufficient, or lacks the minimum necessary information, will not be approved and will be returned to the reporting personnel for immediate correction(s) and/or revision(s).

3. Each report, related documentation and corrections and/or revision(s), if necessary, shall be completed by the reporting personnel, and reviewed and approved by an authorized supervisor, before the end of the reporting personnel's tour of duty, and before regularly-scheduled off-days, planned leave (e.g., annual leave, pre-planned sick leave, etc.) and/or training day(s). Any extensions beyond those deadlines will require unique or special circumstances, be considered on a case-by-case basis, and must be pre-approved by a concerned supervisor.
4. The reviewing supervisor shall ensure that each field report reflects the correct departmental Clearance Code, if applicable. Refer to CCPD SOP: *D4: Criminal Investigations, Appendix B: CCPD Clearance & Closure Codes* for all departmental Clearance Codes. Closure Codes are reserved for CID supervisors only.
5. The supervisor's review of any field report (e.g., *Incident Report, Incident Supplemental Report, etc.*) will include the appropriateness of the report content, and to determine if it meets the criteria as described above. If the report is approved it will be forwarded to the Central Records Unit via RMS.

Supervisors assigned to the Criminal Investigation Division will review incoming reports submitted by personnel to assess and determine the need for additional follow-up investigation and/or case assignment. [CALEA 82.2.4] See also CCPD SOP: *D4: Criminal Investigations*.

Exception: *Motor Vehicle Accident Reports* have their own procedures regarding their completion, submission, review, correction and approval. However, this exception does not affect the supervisors' review of reports and/or forms for neatness, clarity, accuracy and content, or referral, if needed.

E. Motor Vehicle Accident Reports

Refer to CCPD SOP: *D42: Traffic Enforcement* regarding the completion, submission, review, correction and approval of *Motor Vehicle Accident Reports*.

VII. DEPARTMENTAL MEMORANDUM (MEMO)

Personnel utilize *Memos* for a variety of reasons, as needed or directed. *Memos* are considered to be official departmental documentation, and like all departmental reports and forms, requires the name and employee number of the author. In addition, when completing and submitting a *Memo*, the authoring personnel are required to either initial or sign by their typed names. The initials and/or signature shall be handwritten.

VIII. CANCELLATIONS

- A. This procedure amends and supersedes the following standard operating procedure: *D9: Field Reporting*, dated April 3, 2018.
- B. This procedure rescinds the following written directives:
 1. General Order # 20-001: *Report Forms*, dated March 3, 2020;
 2. CCPD SOP D9, Appendix A – *Family Violence Incident Report*, dated December 28, 2018;
 3. CCPD SOP D9, Appendix B – *Incident Report*, dated December 28, 2018;
 4. CCPD SOP D9, Appendix C – *Supplemental-Freeform Report*, dated December 1, 2015;
 5. CCPD SOP D9, Appendix D – *Supplemental-Persons Report*, dated December 1, 2015; and
 6. CCPD SOP D9, Appendix E – *Supplemental-Property Report*, dated December 1, 2015.