



Colorado Springs Police Department

General Order

1070 Offense Reports

Section 1000 – Patrol Functions

Effective Date: 7/11/2025

Supersedes Date: 11/25/2024

.01 Purpose

The purpose of this directive is to define and outline initiating, completing, and submitting law enforcement offense reports.

.02 Cross-Reference

[GO 608 Discipline](#)

[GO 1072 Alternative Reporting](#)

[GO 1903 Body Worn Camera](#)

[GO 1502 Assigned Technology Use and Applications](#)

[DL-1070-31 Crimes not Requiring a Report \(E-Citation\)](#)

.03 Discussion

The completion of an offense report serves as the official law enforcement record of an allegation a violation of the law is suspected or has taken place. It is imperative the information captured within the offense report is accurate, detailed, complete, and timely.

When in doubt, department members are encouraged to complete the appropriate reporting documents.

.04 Policy

Offense reports will be specific and clearly describe the who/what/when/where/why/how of an incident or crime being reported. This is inclusive of the department member's actions during the investigation. Department members will complete quality case reports whenever a case report is reasonably necessary as part of their duties.

The department's [Report Writing Manual](#) outlines the fundamentals of report writing and provides general instructions on completing the report forms.

.05 Definitions

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.10 Offense Report Criteria

Department members will complete offense reports in accordance with the following criteria:

Felonies

Incidents involving calls for service for felony crimes that are listed as approved ICR reports will be referred to our online reporting portal, as outlined in General Order 1072 – Alternative Reporting. All other incidents not listed as ICR-approved, but involving an actual, suspected, or reported felony offense, must be documented in a case report, regardless of whether any enforcement or investigative action is taken or anticipated.

Misdemeanors/Petty Offenses

Incidents involving calls for service for misdemeanor crimes that are listed as approved ICR reports will be referred to our online reporting portal, as outlined in General Order 1072 – Alternative Reporting.

Violations involving a misdemeanor or petty offenses not listed as ICR-approved will be reported when any enforcement or investigative action is anticipated or taken. Additionally, if no investigative action is taken, officers should complete a case report when it is reasonably necessary to have more detailed documentation of an incident (e.g., the amount of information that needs to be documented is more than limited call screen notes, the officer feels it necessary to document why there is no action, etc.).

- Exceptions to this directive include the following circumstances:
 - *Bias-motivated crimes*
 - All incidents involving any known or suspected bias-motivated crimes against a person, group, or establishment, as detailed in C.R.S. § 18-9-121 Bias-Motivated Crimes, require a report be taken, regardless of whether any enforcement or investigative action is taken or anticipated.
 - *Indecent Exposure*
 - All incidents involving an indecent exposure violation require a report to be taken, regardless of whether any enforcement or investigative action is taken or anticipated.

- *Resisting Arrest, Obstructing a Peace Officer, Interference with a Public Official, Failure to Desist or Disperse*
 - All incidents involving an arrest or summons issuance for state or municipal charges of resisting arrest, obstructing a peace officer, interference with a public official, or failure to desist or disperse require a report be completed. A summons does not substitute for a report in these cases. Additionally, any officer involved in the call for service must complete a supplemental report regarding their actions.
- *Unfounded/No Report Required*
 - Non-felony incidents that are unfounded or that do not normally require a report by policy need not be reported. However, the department member making the decision not to initiate a report may be required to justify their decision to a supervisor.

.12 Timely Submission

Unless authorized by a supervisor or division lieutenant/manager, all reports will be completed and submitted prior to going off duty from the shift in which the report was taken. All reports will be completed prior to going on days off. If necessary and with supervisor approval, department members may complete outstanding reports on an overtime basis.

Division commanders in Investigations, Metro, and Specialized Enforcement may set broader timely submission requirements based on the operations of their division (e.g., homicide reports, serious persons crimes, ongoing investigations by detectives, etc.). Personnel in these divisions will ensure reports are submitted in accordance with law, discovery obligations, court orders, and other requirements.

.14 Requirement to Check Report Writing Software

Department members who write and submit reports will, at the beginning of their shift, check the department's reporting program to ensure their previously completed reports are not in a rejected or incomplete state, or do not require an additional review or changes.

Rejected or in-progress reports detailing in-custody investigations will be immediately corrected and resubmitted for approval.

All other reports requiring action will be completed in accordance with the department's submission timelines/expectations.

.20 Supervisory Review

Supervisors will check the department's reporting program on a daily basis to review and process their workgroup's completed reports. Supervisors will ensure reports are completed and submitted in a timely manner.

During their review of reports, supervisors will:

- Verify the reporting employee's data entry (e.g., contained in the system's tabs and check boxes) is completed appropriately and accurately.
- Verify the reporting employee undertook the appropriate investigative steps/efforts (e.g., detailed statements from those involved in the investigation, appropriate follow-up was conducted, time-sensitive investigative steps were taken, victim rights given, etc.).
- Verify the report accurately reflects the reporting employee's investigative efforts.

.22 Report Approval

After verifying the required components, the supervisor will approve the report. Such an approval indicates the supervisor's verification the department member's report meets the department's report writing expectations.

Reports not meeting expectations will be returned to the submitting employee with adequate direction to rectify any deficiencies noted in the report.

- *EXCEPTION:* To avoid the possibility of the department failing to meet the filing deadlines required by the courts, supervisors will not return in-custody face sheets to the report's author. If a face sheet report detailing an in-custody arrest fails to meet expectations, the supervisor will be responsible for ensuring the reporting deficiencies are rectified and documented in a case supplement.

Reports will not be approved by the author of the report.

.30 Failure to Submit Reports

Department members who fail to submit reports in accordance with this directive will be the subject of disciplinary action in accordance with [GO 608 Discipline](#).

.31 Cancelling an Offense (Case) Report

Officers may cancel an offense report under the following two circumstances:

- The case number was pulled accidentally by the officer or a dispatcher.

- The case information is already documented in a different case number.

To cancel a qualifying case, officers or dispatchers will submit the Case Cancel web-form located on the CSPD intranet.

If a case number was pulled and subsequent investigation determined no crime occurred, officers cannot cancel the case number. Officers are required to complete the appropriate case report in this instance.

If a case report already has supplements in LERMS, the case cannot be cancelled and the appropriate case report must be completed.

.40 Altering Documents

Department members are prohibited from changing, altering, or otherwise distorting the information detailed in any official reporting document. Any needed corrections to a previously submitted and approved report will be noted in a supplemental report under that case report number.

.42 Removal of Documents

Department members are prohibited from removing department records, reports, or documents from areas under the department's control unless approved by a supervisor (e.g., taking official documents to a member's residence, off-site storage of official documents, etc.).

.44 Destruction of Documents

Department members are prohibited from permanently removing or destroying official records, reports, or documents, except as allowed by law or upon order of the Chief of Police.

.46 Accessing Documents

Department members are prohibited from accessing official records, reports, or documents they do not have a legitimate, work-related reason to access.