
CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 82.2

SUBJECT: FIELD REPORTING AND MANAGEMENT

EFFECTIVE DATE: 10/01/09

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PURPOSE:

The purpose of this policy is to establish guidelines for submitting and processing police reports and other forms of incident documentation.

POLICY:

It is the policy of the Champaign Police Department to ensure incidents reported to the Department are documented. To facilitate the reporting of an incident, the Department offers multiple methods and accessibility for filing and documenting reports.

82.2.1 REPORTING REQUIREMENTS

A. Employees shall use appropriate field reports to document incidents and investigations reported to and conducted by this Department.

1. Employees shall make a prompt official written report of any offense investigated, observed, or known.
2. The documentation of police activity may be accomplished in the form of a completed:
 - a. Field report.
 - b. Traffic citation or written warning.
 - c. City ordinance Notice to Appear (NTA) or written warning.
 - d. METCAD dispatch incident.
 - e. SR1050 traffic crash report.
 - f. Field Interview (FI) card.
 - g. Parking ticket or written warning.
3. Reports shall only be written on appropriate field reports. As a matter of routine, the computerized Public Safety Records Management System (PSRMS) shall be utilized.

a. If the PSRMS is out of service for more than eight (8) hours, officers may temporarily document incidents using Microsoft Word.

B. Field reports used to document police activity shall include the following information:

1. Date and time of the incident.
2. Names of responding officers.
3. A listing of applicable offenses, along with corresponding National Incident-Based Reporting System (NIBRS) offense codes.
4. When applicable, the names of victims, witnesses, suspects, arrestees, and/or involved parties. Officers will obtain and list as much identifying and personal information as possible for each person. The relationship matrix must also be filled out as completely as possible.
5. All information related to any property, including but NOT limited to:
 - a. Vehicles stopped, searched, towed, impounded, or otherwise involved.
 - b. Property damaged, defaced, or vandalized.
 - c. Property seized as evidence.
 - d. Property lost or found.
 - e. Property stolen and/or recovered.

C. Every completed report submitted by an employee of the Department will be reviewed by a supervisor. Shift supervisors shall be responsible for reviewing all submitted reports. The supervisor will either approve or return for correction all reports that have been submitted. Inaccurate and/or incomplete reports shall be returned to the employee for revision.

1. All incident reports submitted will be carefully reviewed by the approving supervisor to ensure that:
 - a. The elements of the listed offense(s) are properly detailed.
 - b. Criminal procedures are documented.
 - c. Department policies, procedures, directives, and rules and regulations have been followed.
 - d. All necessary investigative steps have been both taken and documented.

- e. All necessary field reporting information is included.
 - f. The report is free of spelling, grammatical, and other errors.
2. When a supervisor reviews a report and notes the need for corrections and/or revisions, the supervisor will reject the report in the PSRMS and notify the authoring officer that the report requires correction. Corrections shall be made as soon as possible without unnecessary delay.

82.2.2 INCIDENT REPORTING

- A. Every incident in one or more of the following categories, if alleged to have occurred within the jurisdiction of the Champaign Police Department, is to be documented:
- 1. Citizens' reports of crime.
 - 2. Complaints filed by citizens which may lead to criminal charges.
 - 3. Citizen requests for service when:
 - a. An officer is dispatched.
 - b. An officer is assigned to investigate.
 - c. An officer is required to take investigative or enforcement action at a later time.
 - 4. Criminal and non-criminal cases initiated by officers.
 - 5. Incidents resulting in arrest, citation, or the issuance of a summons.
 - 6. Traffic crashes in accordance with Policy 61.2.
 - 7. Any other incident as directed by a supervisor.
- B. If a resident of the City of Champaign contacts the police department to report a crime in which the jurisdiction of the offense cannot be determined, then the responding officer shall document the incident in a field report.
- C. Delayed Reporting - Reports To Follow (RTF) procedures.
- 1. To ensure the timely documentation of incidents and police actions, officers shall be responsible for completing reports by the end of their shift. On occasion, activity levels or other extenuating circumstances may prevent an officer from completing a report prior to the end of their shift. When this occurs, a shift supervisor may authorize an officer to delay the completion of a report. However, unless the report requires extensive follow-up, it shall be completed during the officer's next tour of duty.
 - 2. If the report concerns a major crime or unusual circumstance, its completion may not be delayed.

- 3. When an officer is not expected to be at work on the following day, whether due to regularly scheduled days off, authorized leave, or departmental training, reports will not be delayed unless there are special circumstances AND a shift supervisor has approved the delay.
- 4. When the delayed completion of a report is authorized, the officer will place a copy of the dispatch ticket in the appropriate "pending" shift tray and indicate on the dispatch ticket which supervisor authorized the delay and the date that the report is to be completed.

- D. Reports written by detectives and other investigative personnel will be submitted through the appropriate chain of command in a timely manner.

82.2.3 ELECTRONIC SELF-REPORTING

- A. Citizens can file a police report electronically via online reporting through the Department's website.
- B. Electronic self-reporting may be utilized if:
- 1. The incident is not an emergency.
 - 2. The incident occurred within the city limits.
 - 3. The citizen is not under threat or harm.
- C. Patrol supervisors on each shift must check for outstanding electronic self-reports. All self-reports must be reviewed and approved by a supervisor. If a self-report requires corrections, is missing information, or was identified as occurring outside of the City of Champaign, it must be returned to the citizen for follow-up or rejection.
- D. If a self-report requires follow-up or evidence collection, the reviewing supervisor shall assign the report to the appropriate officer or investigator.
- E. The Records Division will complete all LEADS entries for self-reports if the report contains information that requires a LEADS entry.

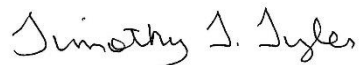
82.2.4 CASE NUMBERING SYSTEM

- A. A case numbering system is designed to ensure that all activities are appropriately numbered, that no numbers are omitted, and that no numbers are duplicated. All incidents requiring reports shall be assigned a unique case number issued in sequential order as follows:
- 1. Agency designator is one (1) digit.
 - 2. The year of the report is two (2) digits.
 - 3. Sequential report case number is eight (8) digits.
- B. METCAD typically assigns case numbers, but Records Division staff also has the authority and the ability to assign case numbers.
- C. The case numbering system will reset to zero on January 1 each year.

82.2.5 REPORT DISTRIBUTION

- A. Approved reports will be forwarded to the Records Division for data entry and filing.
- B. The Records Division shall be responsible for the release of reports into the PSRMS and the distribution of all police reports and records.
- C. The Records Division supervisors will ensure that police reports are properly distributed.
- D. Original documents submitted to the Records Division are typically released into the PSRMS within 24 hours of the report's approval.
- E. All Records Division staff have authorization to release reports to Department personnel.
- F. Case reports and dispositions will be released to the public and/or any other agencies in accordance with Policy 82.1.

ISSUING AUTHORITY



Timothy T. Tyler
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Champaign Police Department