| | *GENERAL ORDER* | **NUMBER:** |
| | | **4028 R-7** |
| | **DURHAM POLICE DEPARTMENT**<br>**DURHAM, NC** | |

## REPORT WRITING

| Effective Date: 12/15/1995 | Revision Dates: R-1 12/05/2003; R-2 10/08/2012; R-3 01/06/2015; R-4 08/26/2015; R-5 02/01/2016; R-6 02/04/2019; **R-7 03/13/2023** |

## INTRODUCTION

The accurate documentation of investigative and enforcement activities is essential to the mission of the Durham Police Department (DPD). The Records Division is responsible for maintaining field reports, and associated attachments, in the Department's designated Records Management System (RMS). The Department will conform to all state and national report writing requirements.

Information contained in reports may be necessary for follow-up or analysis. This general order does not provide deadline and reporting procedures for all DPD reports. Members are responsible for completing all operational and administrative reports, and associated paperwork, as prescribed by applicable policy and procedure. If a deadline is not specified, members will submit the report in a timely manner, so as not to disrupt necessary follow-up or analysis activities. Failure to submit a report in accordance with policy and procedure will constitute a violation of this general order.

## INCIDENT REPORT NUMBER

Each incident will be issued a unique reference number that is generated by Communications via the Computer Aided Dispatching (CAD) system. This number will be used on all reports, supplements, forms and attachments related to the case.

## FIELD REPORTING SYSTEM

The Department utilizes a mobile field reporting system as the primary incident documentation system and master name index. The system is integrated with CAD. The Department utilizes a separate system, maintained by the State, for vehicle collision reports. Each system has manuals for the specific procedures to be used for the completion of reports and the minimally required information.

All police officers and other designated individuals will be provided usernames and logins for both systems. Specific user manuals should be referred to for questions regarding the system and troubleshooting. Any problems utilizing a system will be reported to the PD Helpdesk without delay.

Members of the Department will complete all required forms and reports on any assigned incident or investigation by the end of their workday unless they have supervisory approval to submit the next day. Before going off duty on the last day of work, preceding one or more days off, regardless of whether these days off are due to taking leave or the regular rotation of the officer's schedule, all reports will be submitted for supervisor review.

Members are required to check the field reporting system for any returned or denied reports. After receiving a returned report, corrections will be made by the end of the member's work day, unless they have supervisory approval to submit the corrections the next day.

Any member assisting with an incident will complete a supplemental report to provide pertinent information or describe specific duties performed.

All documents associated with an Offense Incident Report must be submitted to Records within 72 hours of creation/receipt unless policy dictates otherwise.  All documents submitted must contain the appropriate incident report number.

Not all responses by law enforcement officers will meet the below-listed criteria for the creation and submission of reports.  If such a situation occurs, information regarding the citizen's complaint, dispatch, or assignment of an officer or the initiation of an action by an officer will be documented in CAD.

# OFFENSE INCIDENT REPORT (CODE 1)

The Offense Incident Report is used to record detailed offense information for law enforcement and public use.  Data from the report is used as input for required federal crime reporting.  Specific details regarding the elements of the report can be found in the DCI Format Instructions. This report is required for:

- All National Incident-Based Reporting System(NIBRS) Group A offenses;

- Group B misdemeanor crimes requiring law enforcement investigation or action, including misdemeanors where the complainant is referred to the Magistrate to obtain a citizen-initiated criminal process;

- Felony crimes requiring law enforcement investigation or action;

- Hit-and-run driving collisions that result in death or personal injury and negligent vehicle deaths;

- Other offenses, calls for service and incidents requiring law enforcement action or assistance.

The primary officer assigned to a complaint/case is responsible for completing the Offense Incident Report unless otherwise directed by their supervisor or the lead investigator.  Supplemental Reports to the Offense Incident Report will be used to document information obtained by additional responding officers and investigative follow-ups.  In some instances, the lead investigator of a case will initiate the incident report (e.g., rape, bank robbery, homicide, etc.) and all other responding officers will document their activities on a supplemental report.

The Offense Incident Report contains additional modules for officers to add specific information.  These modules include:

**Vehicle Module**

The Vehicle module is used to record information concerning stolen, recovered, burned, damaged or seized motor vehicles.  It should be used for all vehicles that can be titled and registered with the Department of Motor Vehicles (DMV).  This module provides information for law enforcement and public use.  It is required for:

- Stolen motor vehicles, including those taken as part of other crimes (e.g., robbery, burglary, embezzlement, etc.).  Motor vehicles reported as the unauthorized use of conveyance may be listed as stolen in the vehicle module, but shall not be entered into NCIC, unless an associated criminal process has been issued in NCAWARE.  When this condition is met, the entry into NCIC may occur; however, a notation must be included in the NCIC miscellaneous filed indicating it is an unauthorized use case.

- Recovery of all stolen motor vehicles, including those recovered for other jurisdictions.

- Vehicles that are burned or damaged by criminal means, including vandalism and arson.

- Any suspect vehicle used in the commission of a crime.

- Any vehicle towed and/or stored because it is:

- Abandoned/found;
- Confiscated or impounded (including if as evidence);
- Unattended because the driver of the vehicle was arrested;
- Illegally parked;
- Causing a hazardous condition, blocking traffic, etc.

This report should not be used for trailers, boats, trains, aircraft, and farm or construction equipment. The Property module will be used for these situations.

**Property Module**

The Property module is used to record information concerning stolen, recovered, counterfeited/forged, burned, damaged or seized property. It is also used to report non-criminal service calls such as found or lost property. This module provides information for law enforcement and public use. Completion of the Property module is required for:

- Stolen property, including that which is defrauded, embezzled, extorted, ransomed, etc.;
- Recovery of all stolen property, including that which is recovered for other jurisdictions;
- Property that is burned or damaged by criminal means, including vandalism and arson.

**Crisis Intervention Team (CIT) Module**

The CIT module is used to capture information for review and appropriate follow-up by the Crisis Intervention Team. The report is required when:

- A CIT trained officer responds to a mental health crisis call;
- An officer performs an involuntary commitment;
- CIT Unit notification of the incident/individuals involved is appropriate.

**Domestic Violence (DV) Module**

The DV module is used to capture information for review and appropriate follow-up by the Domestic Violence Unit. The report is required whenever the personal relationship between involved parties meets the criteria outlined in G.O. 4046 *Domestic Violence*.

**Missing Person/Runaway Module**

The Missing Person/Runaway module is used to capture information for review and appropriate follow-up by assigned investigators. The report is required per G.O. 4056 *Missing & Found Persons*.

**Death Investigation Module**

The Death Investigation module is used to capture information for review and appropriate follow-up by investigators. The report is required for all death cases where an Offense Incident Report is generated per G.O. 4018 *Preliminary/Follow-up Investigations.*

# PROPERTY VOUCHER (CODE 3)

The Property Voucher is used to record information about any found, recovered, seized or evidence property turned into the property room. A Property Voucher must be submitted with an Offense Incident Report, documenting the circumstances under which the property came into the possession of law enforcement.

## REQUIRMENTS WHEN SEIZING WEAPONS

Any Department officer who comes into possession of a firearm in the course of his or her duties is required to complete an ATF Trace Form. The completed ATF Trace Form should be submitted with the property voucher, or an electronic copy e-mailed to the ATF Task Force officers in the Organized Crime Division and the Firearms Section of the Forensic Services Division (DPDEtrace@durhamnc.gov). This requirement is to be followed regardless of the status of the firearm (i.e., recovered stolen, evidence found property) or how the officer came into possession of it.

If a suspect connected to the recovered firearm is in custody, an officer or investigator shall attempt to complete the Durham Police Department Firearm Questionnaire Form with the suspect(s). The original completed questionnaire form shall be submitted to the Records Division. If felony warrants are obtained in connection with the recovery, the form will be submitted in the Felony Screening Packet for the incident in accordance with G.O. 4070 – District Attorney Screening Package.

## ARREST/DETENTION REPORT (CODE 4)

The Arrest/Detention report is used to record information on arrested adult or juvenile persons and is required:

- For arrests of adults;
- When a juvenile commits a crime and is detained by the police, the Juvenile Contact report must be completed if the juvenile is:
    - Released to parents or relatives, even if there is no formal court referral or action;
    - Referred to juvenile court or probation;
    - Referred to a welfare agency;
    - Referred to another law enforcement agency;
    - Summoned, cited or notified to appear in court for a violation of the law.

## FIELD CONTACT REPORT

The Field Contact report documents information about an officer's investigative encounter with an individual that does not meet the criteria for an Offense Incident Report.  Examples of situations where a Field Contact may be completed include the documentation of:

- Issuance of a trespass warning;
- Investigative contacts:
    - Subject(s) in the area of a recent break-in;
    - Subject(s) in the area of ongoing criminal activity;
    - Subject(s) in a vehicle which may have been involved in criminal activity or possess items which may be stolen or used in the commission of a crime;
    - Persons who are or have been engaging in suspicious activities;
    - Occupants of a suspect vehicle or any occupied or unoccupied suspicious vehicle;
    - Consensual contacts with validated gang members.
- Any other legitimate contacts which should be documented by officers.

Any observations that meet the criteria established in *G.O. 4048 – Guidelines for Exchanging Intelligence Information* regarding the submission of an intelligence form should be done in accordance with that policy. A Field Contact report will not be used to submit intelligence information.

## VEHICLE STOP FORMS

The Department keeps statistics on traffic stops in accordance with N.C.G.S. § 143B-903. All officers who make a qualifying vehicle stop must accurately complete and submit the SBI-122 form (Traffic Stop Report) to Records by the end of their shift. An electronic version of this form may also be used, if available. The Information Technology Division shall issue each officer an identification number to be used on each of these reports in the block titled "Officer ID." Also, if using the paper form of this report, then officers must write their name and employee number at the bottom of the page.

Although N.C.G.S. § 143B-903 only requires the SBI-122 Traffic Stop Report Form when the vehicle is stopped for traffic enforcement, it shall be the policy of the DPD to complete this form for all vehicle stops, both traffic and investigatory.

For vehicles stopped at Checking Stations:

An SBI-122 form does not need to be completed unless one of the following takes place:

- An arrest occurs;
- A citation or warning ticket is issued;
- A verbal warning is given;
- Contraband is found;
- Any property is seized;
- A search of the vehicle, any of its occupants, or personal effects occurs;
- Physical resistance by an occupant of the vehicle is encountered; or
- Any injury occurs;
- Force is used against any occupant of the vehicle; or
- The circumstances surrounding the stop were the subject of an investigation.

## TRAFFIC COLLISION REPORTS (CODE 8)

Traffic collision reports will be completed using the North Carolina Department of Motor Vehicles Report per G.O. 4013 *Traffic Collision Investigation*. Specific details regarding the elements of the collision report can be found in the DMV 349 Instruction Manual.

## REVIEW OF SUBMITTED REPORTS

Supervisors will conduct an initial review of all reports submitted by their subordinates to ensure that they are submitted promptly and contain complete and accurate information. Whenever possible, supervisors should time their reviews so that officers are reasonably able to make corrections and re-submit the report before they go off-duty. When considering requests to submit a report the next day, violent crimes and crimes involving a firearm should, whenever possible, not be delayed. Before going off duty on the last day of work, preceding one or more days off, regardless of whether these days off are due to taking leave or the regular rotation of the supervisor's schedule, all reports will be reviewed and either approved or returned for correction.
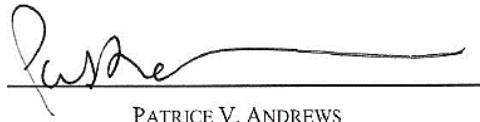
Semi-annually, Division commanders are responsible for reviewing the Traffic Stop Data for personnel under their command and ensuring that Department policies are being followed.

## DISTRIBUTION OF REPORTS

Individual units within the Department are tasked with following up on reported incidents based on their specific function. Investigative Unit supervisors will review cases in RMS. If the supervisor determines that follow-up is needed, a unit member will be assigned the case. Members having follow-up responsibilities have access to RMS and can review reports and supplements.

Units responsible for follow-ups include:

- *Criminal Investigation Units* – Follow-up assignments are made based on, type of offense, location and solvability factors identified in the report.

- *Organized Crime Division (OCD)* – Follow-up investigations for drug-related or task force related reports may be assigned to the appropriate OCD unit, depending on the information contained in the report.

- *Victim Services* - Follow-ups for victim and witness needs are done per G.O. 1032 *Victim/Witness Assistance*.

- *Crisis Intervention Team* - Follow-ups for the Crisis Intervention Team are done per G.O. 4007 *Response to Individuals with Mental Illness*.

PATRICE V. ANDREWS
CHIEF OF POLICE