



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual

POLICY 3.17 REPORT PREPARATION

Effective:
09/22/2022

Replaces:
03/07/2022

Approved:


1. PURPOSE AND SCOPE

1. Report preparation is a major part of each employee's job. The purpose of reports is to document sufficient information to refresh the employee's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized and on-the-job training.

2. REPORT PREPARATION AND APPROVAL

1. Employees should ensure that their reports are sufficiently detailed for their purpose and reasonably free of errors prior to submission. It is the responsibility of the assigned employee to complete and submit all required reporting fields and associated documents. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be delayed.
2. Reports should be completed using the New World Systems - In Field Reporting software available on all Mobile Data Computers and select desktop computers throughout the Department.
3. All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard, or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal, or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.
4. All reports completed shall be reviewed and approved by a supervisory level employee in a timely manner. Reports authored by a supervisor will be reviewed and approved by another supervisor.
5. Property crimes reports with a Routing Factor of less than ten (10) points should be closed by the reviewing supervisor and do not generally require forwarding to the Criminal Investigations Bureau.

3. DEFINITIONS

1. CRIME INCIDENT REPORTS: Criminal and criminal traffic reports.
2. PRIMARY OFFICER: The officer identified as being the officer with overall responsibility for the incident, activity, or call for service. This officer is tasked with writing the initial case report if appropriate.

4. REQUIRED REPORT WRITING PROCEDURES AND REPORTS

1. USE OF THE GOODYEAR POLICE DEPARTMENT REPORT WRITING MANUAL
 - A. The Goodyear Police Department Report Writing Manual is designed to provide acceptable standardized written reporting procedures for crime incident reports authored by Department employees. The reporting procedures listed in the Department Report Writing Manual are utilized among the majority of local law enforcement agencies in Maricopa County for continuity regarding City and the Maricopa County Attorney's Office (MCAO) prosecutorial standards and/or mandated criminal justice investigative protocols.
 - B. The Manual lists how specific elements of the crime should be documented within Department criminal incident reports.

- C. All employees shall incorporate and/or follow the Goodyear Police Department Report Writing Manual protocols/procedures with regards to their initial written criminal incident reports.
 - D. Department supervisors, who have the responsibility of reviewing any submitted criminal incident reports from employees, shall review the reports to ensure protocol/procedures are documented correctly. Department supervisors, who note crime incident reports which do not contain or meet the required Department Report Writing Manual specifications, shall return the report to the submitting employee in a manner which is consistent with Section 5. Expeditious Reporting and Section 6. Report Corrections, of this policy.
2. CRIMINAL ACTIVITY REPORTING
- A. Written reports are required in all of the following situations unless otherwise approved by a supervisor.
 - B. The primary officer shall write their report on the case report entry. Any additional officers shall write their reports or additional information on the case supplemental entry.
 - C. When an employee responds to a call for service, a crime has been reported, or as a result of self-initiated activity, becomes aware of any activity where a crime has occurred, the employee is required to document the activity. The fact that a victim does not desire prosecution is not an exception to documentation. The following are examples of required documentation:
 - 1. In every instance where a felony crime has been reported or observed, the documentation shall take the form of a written report regardless of the victim's desire for prosecution.
 - 2. In every instance where a misdemeanor crime has been reported and the victim desires a report, the documentation shall take the form of a written crime report.
 - 3. In every case where any force is used against any person by police personnel.
 - 4. All incidents involving family violence or the threat of violence.
 - 5. All arrests.
 - 1. The arrest report form will be completed and submitted on all arrests in addition to any other required reports.
3. NON-CRIMINAL ACTIVITY
- A. The primary officer shall write their report on the case report entry. Any additional officers shall write their reports or additional information on the case supplemental entry.
 - B. Written reports are required in all of the following situations unless otherwise approved by a supervisor:
 - 1. Any time a person is reported missing (see Goodyear Police Department Policy 3.14).
 - 2. Any found property or found evidence.
 - 3. Any incident involving the death of a human being (see Goodyear Police Department Policy 3.19).
 - 4. Any traffic collisions above the minimum reporting level (see Goodyear Police Department Policy 5.02).
 - 5. Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
 - 6. All protective custody detentions.
 - 7. Suspicious incidents that may place the public or others at risk.
 - 8. Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.
4. DOCUMENTS

- A. In general, fillable forms available in PowerDMS should be used in report preparation and in all cases documents and forms will be uploaded, by the completing officer, into the report prior to submission.

5. INJURY OR DAMAGE BY CITY PERSONNEL

- A. Reports shall be taken if an injury or damage occurs that is a result of an act by a City employee.

6. MISCELLANEOUS INJURIES

- A. Any injury that is reported to this Department shall require a report when:
 - 1. The injury is a result of a drug overdose.
 - 2. There is an attempted suicide.
 - 3. The injury is major or serious, whereas death could result.
 - 4. The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.
- B. The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident deemed necessary.

7. SHORT FORM REPORTS

- A. The City of Goodyear is committed to providing citizens with a high level of service. Officers documenting certain crimes will have the option of completing a short form report when there are insufficient routing factors for additional follow-up by detectives. When completing a "short form" report, the narrative box will be completed with a synopsis report. The report should start with the phrase "Synopsis Report Only" in the Narrative tab. The report should consist of a brief narrative, accurately documenting the incident.
- B. A "short form" report will only be used when the report does not meet the routing factors and is inactive, and there are no leads.
 - 1. However, if the damage or theft is over ten thousand dollars (\$10,000), completing a full report is required.
 - 2. Any of the below listed criminal reports with a routing score of less than eight (8) are eligible to be authored as a short form report except as listed above.
- C. The following incident types are eligible for a "short form" report to be completed:
 - 1. Hit and Run Collisions
 - 2. Criminal Damage
 - 3. Criminal Trespass
 - 4. Theft
 - 5. Shoplifting
 - 6. Theft of Means of Transportation
 - 7. Third (3rd) Degree Burglary

5. GENERAL POLICY OF EXPEDITIOUS REPORTING

- 1. In general, all employees and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports, or reports unnecessarily delayed without supervisory approval are not acceptable.
- 2. Felony crimes against persons and all reports reference suspects booked into jail will be submitted prior to ending shift. All other reports may be held until the next shift, except that no report will be held over an officer's regular days off unless permission is granted by a supervisor.

6. REPORT CORRECTIONS

1. Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return the report to the employee, stating the reasons for rejection. The original report should be returned to the reporting employee for correction as soon as practicable. It shall be the responsibility of the originating employee to ensure that any report returned for correction is processed in a timely manner.

7. REPORT OR INVESTIGATIVE STATUS CHANGES

1. While reports submitted to records cannot be altered after they have been received by the Records Unit, the use of the Change Request document accompanied by a supplemental report with any new information about a case should be completed to change the investigative status of the original report. The Change Request will simply include the desired status change for the case. In cases where no status change is necessary a supplemental report is sufficient to document additional information in a case.