



City of Johns Creek Police Department

<i>Subject:</i> Written Incident Reports	<i>Number:</i> 02-04
<i>Reference:</i> See also "Records Section"	<i>Amends:</i>
<i>Effective:</i> 04/08 <i>Revised:</i> 02/26	<i>Review Date:</i> Annually <i># of Pages:</i> 4

PURPOSE:

Establish procedures for initiation, review, and approval of all written reports before they are submitted to the Central Records Division of this Department.

POLICY: (02-04)

Primarily, incident reports are initiated for the proper documentation of crimes, the effective investigation of those crimes, and the successful arrest and prosecution of the perpetrators. Secondly, reports are generated as a matter of documentation for departmental records and for the provision of records, as a public service, to the victims of crimes. Third, reports are prepared for statistical data for the department, and for state and federal reporting.

The department has four (4) methods of documenting calls, events, incidents, and encounters with the public. Computer-Aided Dispatch Reports (CAD Notes) shall document those events that do not require the initiation of a written report for continuing investigation and prosecution purposes. Miscellaneous reports are used when an officer is assigned or dispatched to a non-criminal case/incident, and the officer determines the incident should be documented. A Police to Citizen (P2C) report shall document those events that do not require an on-scene response and meet the P2C criteria. All other occasions necessitate a written incident report.

A CAD report shall be created for each call for service responded to by this Department, which includes officer-initiated calls. An Incident Report shall be written on all crimes reported by citizens and criminal cases initiated by an officer. When an officer is assigned or dispatched to a non-criminal case/incident, the officer shall determine if the incident requires an incident report, a miscellaneous report, or a CAD report. An Incident Report will be completed for all incidents that result in an arrest or whenever an officer uses his/her discretion and releases an offender on a copy of charges, in lieu of incarceration. The reporting officer shall document the case number from the incident report on the citation.

Scope:

Applicable to all employees of the Johns Creek Police Department.

PROCEDURES:

Reports and Standardized Forms (02-04-01)

The Department has established standardized forms for the purpose of report taking. The forms conform to the criteria necessary for case documentation, case prosecution, and for reporting of state and federal statistical data.

Case Number Required (02-04-02)

Every incident report generated by any officer of this Department or a P2C report shall have a sequential and unique case number assigned at the time of the incident. The case number will be used for cross-references and filing in the Central Records Division of the Department. Any subsequent continuation or supplemental reports that are referenced to the initial case, call or incident shall be submitted and accounted for by utilizing the originally assigned corresponding case number.

“CAD” numbers generated by the CAD system shall be assigned to every call for service or activity received and/or responded to by this department. The CAD event number shall be unique and shall be assigned to events or activities such as traffic stops/citations, alarms, and all other calls for service or officer-initiated calls.

Required Information (02-04-03)

All reports taken and completed by any officer, member, or employee 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 communicate the nature, action, and results of any call for service.

Probable Cause is defined as those "facts or circumstances that are present which lead a reasonable and prudent person to believe that a crime has been or is being committed."

The "elements" of a crime are those facts or circumstances in most statutes that establish the necessary requirements that a particular law is being or has been violated. In most statutes, those circumstances include but are not necessarily limited to "knowingly" and "intent" to commit the violation of law. (These elements may not necessarily be present in crimes of negligence or traffic violations, but the offender must "do" an act to effect a violation.)

Information required on all submitted reports shall specifically include:

1. Agency ORI number, if applicable
2. Case incident number,
3. Type of incident/crime committed,
4. Incident date and time,
5. Incident location,
6. Name, address, and telephone numbers of the complainant,
7. Name, address, telephone numbers, race, sex, and age of the victim,
8. Offender's name, address, and telephone numbers,
9. Vehicle Information (if applicable),
10. Property information (if applicable),
11. Appropriate boxes are filled in to comply with UCR reporting procedures,
12. The narrative of the report is complete and contains all relevant information.
13. All biographical information and other data requested in the blocked portions, and
14. All other information required for the completion of that report.

Approval of Reports (02-04-04)

Reports taken during the officer's tour of duty will be submitted to the Shift Supervisor prior to the end of the shift. The Shift Supervisor will review all reports to ensure the required information is submitted. Once the report has been reviewed and approved by the shift supervisor, he/she shall submit the completed reports to the Records Division via RMS, or return the report to the reporting officer for further information (if needed).

Rejection of Reports (02-04-05)

Supervisors will thoroughly review all reports and shall ensure the officer completes the report with all required information. Any inadequate report or one lacking the minimum necessary information shall be returned to the officer and the approving supervisor submitting the report. The supervisor should only approve (sign off) those reports meeting the Department's required standards.

Public Dissemination of Reports (02-04-06)

- A. All original and continuation reports and their contents are considered public information. The general public (anyone) may obtain a copy of the incident report by contacting the Records Division no earlier than three (3) business days from the date of the incident or action. Officers or unauthorized employees should not disseminate a copy of any report; all reports will be disseminated through the central records division and in accordance with all applicable laws and regulations. All reports should follow the approval process before dissemination to anyone outside of this Department.

- B. Supplemental reports and investigative notes or material of cases not yet disposed of in court are not considered public information. Any case that has not been cleared with a status of exceptional or unfounded is an open and pending investigation. "Disposed of" in this text refers to cases that have been resolved through the courts, and confirmation from the appropriate prosecutor's office has been received.
- C. In some instances, reports may be available via Police-to-Citizen (P2C), and required information is included in the request process. The records unit will be responsible for designating which reports, if any, are available to be released through P2C and will update the database as needed.

Police to Citizen Reporting Criteria – P2C (02-04-07)

- A. The online service is for reporting non-emergency incidents that occurred within the city limits of Johns Creek and includes, but is not limited to, the following types of incidents:

- 1. Aggressive Driving
- 2. Bad Checks
- 3. Criminal Trespass/Vandalism
- 4. Identity Theft
- 5. Littering
- 6. Lost or Mislaid Property
- 7. Suspicious Activity
- 8. Theft by Taking (less than \$500)

- B. The P2C site may not be used to report the following types of incidents:

- 1. Stolen vehicles
- 2. Runaways or missing persons
- 3. Any incident where evidence may need to be collected
- 4. Assaults
- 5. Domestic violence
- 6. Traffic accidents
- 7. Lost or stolen driver's license

- C. When instructing the citizen to use P2C, make sure the following conditions are met:

- 1. Must have occurred within the city limits of Johns Creek
- 2. There must NOT be any suspect information at all
- 3. There must be NO evidence to process
- 4. The crime being reported must NOT be in progress
- 5. The crime being reported CANNOT be a violent crime