


<b>LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL</b>		
General Order Number: 604	Section: INFORMATION SERVICES	Effective Date: SEPTEMBER 2022
Title: <b>REPORT PREPARATION</b>		
Accreditation Standards:		
Review Date: JANUARY 2024	Total Pages: 3	Chief of Police: 

### I. Purpose and Scope

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

### II. Report Preparation

Official police reports should be composed using the designated Department computerized report writing system. Specific forms not found in the computerized system or, any form that becomes unavailable via the electronic reporting system due to system failure, may be handwritten on paper forms either printed from internal electronic files or on pre-printed paper forms produced by a printing company.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. 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.

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

### III. Procedure

#### A. Required Reporting.

Arrest/Case/Incident reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

#### B. Criminal Activity Reporting.

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

1. All arrests;
2. All felony crimes;
3. Non-felony incidents involving threats or stalking behavior;
4. Hit & Run cases whether or not a companion crash report is generated;
5. Situations covered by separate policy. These include but are not limited to:
  - a. Use of Force / Response to Threats Policy;
  - b. Domestic Violence Policy;
  - c. Missing Person/Runaway Policy;

d. Pursuit Policy.

6. All misdemeanor crimes where the victim desires a report.

Non-criminal incidents or unverified incidents where criminal charges are not anticipated such as a citizen's report of shots being fired where no corroborating evidence can be located or the elements of an offense cannot be established shall be documented using the department-approved alternative reporting method (e.g., CAD notes). Officers should always collect and record enough basic reporting information to enable subsequent follow-up investigation and report generation should such action later be warranted.

C. Non-Criminal Activity.

The following incidents shall be documented using the appropriate approved report:

1. Any use of force / response to threat against any person by a member of this department (see the Use of Force Policy);
2. Any firearm discharge (see the Firearms Policy);
3. Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy);
4. Any found property or seized evidence;
5. Any traffic collisions above the minimum reporting level (see the Traffic Accident Reporting Policy);
6. Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy;
7. All custodial detentions;
8. Suspicious incidents that may place the public or others at risk;
9. Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

D. Death Cases.

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Criminal Investigations Policy. An officer handling a death investigation should notify and apprise a supervisor of the circumstances surrounding the incident and a determination will be made on how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

1. Accidental deaths;
2. Found dead bodies or body parts;
3. Homicides or suspected homicides;
4. Sudden or unattended deaths (No physician or qualified hospice care during the period immediately preceding death);
5. Traffic related deaths;
6. Suicides.

E. Injury or Damage by Town Personnel.

Reports shall be taken if an injury occurs that is a result of an act of a Town employee. Additionally, reports shall be taken involving damage to Town property equipment.

F. Miscellaneous Injuries.

Any injury that is reported to this department shall require a report when:

1. The injury is a result of an on-duty action or accident;
2. The injury is a result of a drug overdose;
3. Attempted suicide;
4. The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

G. Alternate Reporting for Victims.

Reports that may be submitted by the public via fax, online, or other self-completed reporting processes include:  
Lost property.

IV. Expeditious Reporting

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports, or reports delayed without supervisory approval are not acceptable. Reports shall be submitted prior to the end of watch, shift, or work period during which the reported event occurred, unless expressly excused by a supervisor.

Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

V. Report Corrections

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should reject the report and return to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

VI. Report Changes or Alterations

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring employee only with the knowledge and authorization of the reviewing supervisor.