



Chapter: Incident Reports and Forms
Subject: 13-03 – Required Incident Reporting
Effective: October 31, 2023
Supersedes: Official Order 13-03, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy related to when incident reports are required.

13-03-1 POLICY

It is the policy of this department to document all calls for service, complete incident reports on all reported criminal offenses and complete incident reports on many other non-criminal incidents of interest.

13-03-2 WHEN TO SUBMIT AN INCIDENT REPORT

- A. Criminal Event (File classes 01000 to 78000, except 54003)
 - (1) An investigating enforcement member shall complete a record in the electronic RMS for every criminal event that is brought to the investigator's attention, unless that event has already been reported to another jurisdiction. In that instance, an assist report may be warranted if the work unit has been sufficiently involved. An incident report shall be completed whenever a member of the department takes a person into custody.
- B. Non-criminal Event (File classes 54003, 89001 to 99009)
 - (1) An incident report shall be completed for each non-criminal incident for which a complaint number is taken.
 - (2) An incident report shall be completed whenever a person is taken into custody, including protective custody.
- C. Assistance to Other Agency

An enforcement member who provides assistance to another work unit/law enforcement agency shall complete an incident report if the member is significantly involved in the investigation of a criminal or non-criminal event, or when the member makes an arrest or recovers property. The assisting work unit shall complete the appropriate field in the electronic RMS referring to the originating agency.

13-03-3 INCIDENT REPORTING

- A. Enforcement members shall submit an original incident report according to the following guidelines:

- (1) Original incident reports of 0900-1 to 1300-2 file classes shall be submitted within seven days of taking the original complaint.
 - (2) All other original incident reports shall be submitted within ten days of taking the original complaint.
 - (3) Worksite commanders may implement stricter guidelines to accommodate local prosecutor or court requirements.
- B. Unless extenuating circumstances exist or alternate arrangements have been approved by their worksite commander, enforcement members shall submit all incident reports due prior to leaving for scheduled leave.
- C. Worksite commanders may require that enforcement members complete and submit incident reports immediately. Where a critical incident is involved, the worksite commander may confer with the Office of Behavioral Science prior to requiring the immediate submission of an incident report.
- D. Original incident reports completed by enforcement members shall be reviewed in the electronic RMS by a supervisory enforcement member within five days of the date submitted for review.
- E. Other than for legitimate law enforcement purposes, such as prosecution or cooperation in an ongoing investigation, enforcement members shall not give incident reports to persons outside the work unit (e.g., labor union representatives, private attorneys, or state agencies) for review.
- F. Once an incident report has been submitted and reviewed, dissemination of the incident report may be subject to release through the Freedom of Information Act (FOIA). If approved by their worksite commander, enforcement members may release incident reports to law enforcement entities at the worksite, for law enforcement purposes only. If there is any question whether the incident report should be released, members shall contact Transparency and Accountability Division, Records Resource Section (RRS), for clarification.

All procedures related to record keeping system, case supervision, and status of incidents shall be followed in accordance with the guidelines stipulated in the incident recordkeeping system and case supervision procedure manual.

DIRECTOR

Annual Review Responsibility: Criminal Justice Information Center

Accreditation Standards: CALEA 82.2.2 and 82.2.4