

# THE RALEIGH POLICE DEPARTMENT

**1108-05**

## SUBMISSION OF POLICE REPORTS

### PURPOSE

Police reports are official documents that detail the Department's actions. Information from these reports is used by a number of different agencies, as well as the public. Standards in reporting are necessary to insure accurate and timely submission of information.

### VALUES REFLECTED

This directive reflects our values of *Service and Integrity*. By following the guidelines of this order, we demonstrate our adherence to the highest ethical standards in dealing with information that is not available to the public at large. We will safeguard information entrusted to us as a result of our special role in society and will be accountable for the wise and judicious use of such information.

### UNITS AFFECTED

All Divisions/All Personnel

### REFERENCES/FORMS

DOI 1109-11 "Traffic Investigation"  
DOI 1108-02 "Legal Process"  
NCGS 143B-903 "Collection of Traffic Law Enforcement Statistics"  
Raleigh Police Department Report Writing Guide  
N.C. Department of Transportation "DMV-349 Instruction Manual"

May be Released to the Public

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## **GENERAL POLICIES**

Officers are responsible for submitting the appropriate report on any police action they take, regardless of whether the officer is on or off duty.

Only the information on the public information copy of an incident report may be released to the public. Officers and civilian traffic crash investigators are responsible for seeing that adequate confidentiality is maintained (refer to DOIs 1106-01 "Confidentiality and Release of Information" and 1106-02 "News Media Relations").

## **COMPLETION OF REPORTS**

All reports are to be completed according to the guidelines specified in the Raleigh Police Department Report Writing Guide or the NC Department of Transportation DMV-349 Instruction Manual.

### **Due Dates**

All initial reports are to be completed as soon as possible and turned in by the end of the officer's tour of duty. Unless an extension is granted, supplements and follow-up reports must be turned in by the assigned due date.

### **Legibility**

All non-electronic reports must be written or typed in black ink and must be legible and easily readable.

Reports that are not sufficiently dark enough to be microfilmed will be reported as errors, and the officer will have to re-submit the report.

### **Addresses and Telephone Numbers**

Officers should make every effort to include zip codes as part of the address on all reports. As appropriate, home, cellular and work telephone numbers, as well as e-mail addresses should be included.

### **Identification Numbers**

Any personal financial and identity numbers such as social security numbers, checking/savings account numbers, credit card numbers, ATM card numbers, driver's license numbers or any other personal numbers that may lead to identity theft or fraud shall be omitted from the property description field of the report since this report section may be released to the public. Such cards/documents will be listed in the property description field as "Social Security Card", "Credit/Debit Card", etc. The actual card/document number will be listed in the narrative (either of the report itself or the 'narrative' tab of the property section of the report) for example: "Social Security Card" followed by the actual number, or "Bank of America Visa Card" followed by the actual number, etc.

### **Supervisor Review**

All reports, electronic or handwritten, are to be submitted to a supervisor, who will review the reports certifying their correctness.

## **REQUIRED REPORTS**

### **Incidents Requiring a Case Report**

A case report is required on each incident involving all National Incident-Based Reporting System (NIBRS) Group A offenses (i.e. murder, robbery, etc.) and most Group B offenses. Case reports are also required if evidence or found property is collected.

A case report is required if an officer attempts a life-saving procedure on a victim. Life-saving procedures include but are not limited to: cardiopulmonary resuscitation (CPR), the Heimlich maneuver, the administration of an automated external defibrillator (AED), the application of a tourniquet, the application of a chest seal, the administration of Naloxone, and direct pressure to control serious bleeding.

### **Supplements**

During the investigation of more serious events (i.e. murder, robbery, death investigations, etc.), officers should document their actions in a supplement, if another officer completed the main case report.

If an arrest involves a Raleigh Police Department case, officers should also complete a supplement using the Raleigh case number.

### **Traffic Crash Reports**

State law requires the Department to investigate and report auto crashes involving death, physical injury, or apparent property damage in excess of \$1000. It is the policy of the Department to investigate and report any crash upon request of either party involved, regardless of the amount of damage involved. This includes crashes which occur on private property (refer to 1109-11 "Traffic Investigation").

Personnel taking a motor vehicle crash report should ensure that only the involved parties (including passengers) and the registered owner of the vehicles listed on the police crash report are provided the case number for the crash.

Personnel are prohibited in providing the case number to the general public that was not involved in the crash.

### **Stolen and Recovered Vehicle Reports**

An incident report should be completed on all vehicles reported stolen. If a vehicle is recovered and was reported stolen in Raleigh's jurisdiction, a supplementary report using the same case number as the original theft report must be completed.

If a recovered vehicle was reported stolen in a jurisdiction other than Raleigh, a recovered stolen vehicle incident report must be completed. The recovered stolen vehicle incident report must document the city where the vehicle was stolen and, if available, the jurisdiction's incident number.

All reports detailing the recovery of a stolen vehicle should indicate what processing was done to the vehicle prior to release, whether the owner was notified, whether the vehicle was released or stored, and if the vehicle was removed from NCIC.

### Felony Investigative Reports

A "Felony Investigative Report" will be completed and turned into the Magistrate anytime an officer obtains a felony warrant. The Magistrate will forward the Felony Investigative Report to the District Attorney's Office to be filed.

If, through a criminal history check or other means, the officer determines the arrestee may be a habitual felon, the officer will inform the Magistrate and notify the District Attorney's Office Liaison Detective to ensure proper charges are pursued. This will be documented in the officer's case report or supplemental report.

### Open Discovery

In all cases, all officers are to transfer all relevant information from their personal notes to their official police supplemental report which will be maintained in the Records Division.

A defendant in a felony prosecution will have the right to examine all original notes taken during a felony investigation and misdemeanors that are tried with felony cases. In compliance with the Open Discovery Law any notation made, no matter in what form, is discoverable. For this reason the following practice must be followed by all officers.

All original notes, tapes and records, must be maintained by the Department and not by the officer.

If an officer prepares a supplement from handwritten notes, the handwritten notes must be maintained.

All original officer notes and records will be placed in an envelope and maintained by the Department. The case number and the officer's name will be placed on each note page and the outside of the envelope. Envelopes will be forwarded to Records along with other paperwork. Instead of following this process, all detectives will place their notes in the case jacket. When the investigation is completed the case jacket will be forwarded to Records.

Officers must not place a confidential informant's name in personal notes or on supplements that are subject to discovery.

In the event there is information that should not be disclosed to a defendant, the prosecutor will have to apply for a protective order from a superior court judge. It will be our responsibility to advise the prosecutor of sensitive information. The prosecutor will have to determine if the request for a protective order is appropriate.

It is important to remember that every note or record that an officer creates is going to be seen by other stakeholders, so it is vital to maintain a professional work product. Officers should refrain from placing personal opinions and other notations not relevant to an investigation on any investigative notes or reports.

### Traffic Stop Forms

In accordance with NC General Statute 143B-903, any officer performing a traffic stop for a violation motor vehicle law shall complete a "Traffic Stop Form." This form will be completed by the officer prior to the end of the officer's shift.

When working a checking station, officers issuing verbal warnings, written warnings, uniformed traffic citations, or making physical arrests, or conducting searches will be required to complete the Traffic Stop Form. For the purposes of generating an electronic Traffic Stop Form, officers should select "Checkpoint Profile" in the report writing system. The Traffic Stop Form requires the officer to submit a "purpose" for the stop. Officers will indicate "Checkpoint" as the reason for the stop.

### Handcuffing Report Form

Handcuffing subjects who are not under arrest will require a Handcuffing Report. The Handcuffing report should contain specific, articulable, and objectively reasonable facts that provide the legal justification for handcuffing a person not under arrest. When such a report is required, photographing the subject or the officer is not required. Any MVR and Body Worn Camera video of the incident should be tagged as "Handcuffing" and referenced in the report. A supervisor shall electronically review the report and any associated video and photographs, certifying their correctness.

The Handcuffing Report will include at a minimum the following:

- Date and Time
- Location
- Nature of the Call for Service
- Officers involved
- Supervisor notified
- Name and DOB of the subject handcuffed
- Summary
- Duration of time (in minutes) spent in handcuffs
- Reason for Handcuffing
- Reason for release
- Video availability

If additional force is used or a complaint of injury is made by the subject, the officer shall complete a Use of Force Report in Blue Team per DOI 1108-01 "Use of Force and Weapons".

A Handcuffing Report is NOT required if a subject is under involuntary commitment orders. A Handcuffing Report is NOT required when a juvenile is taken into temporary or secure custody based on probable cause that he/she/they committed a crime.

### BlueTeam Reports

DOI 1108-01 "Use of Force and Weapons" and DOI 1106-10 "Pursuits" require officers to submit BlueTeam reports following use of force/complaint of injury incidents and vehicle pursuits. Unless otherwise directed by the Office of Professional Standards Major, these reports will be completed by all involved officers prior to the end of the shift and forwarded to the appropriate supervisor for review. Officers working off-duty employment shall complete these reports prior to going home. The

deadline for the completion of these reports may be extended by the Commander of the district in which the incident occurred or the Watch Commander, but the extension may not span the officers' RDOs or scheduled time off. When a supervisor receives a Blue Team for review, that supervisor will have up to 3 working shifts to reject or approve the Blue Team. Blue Team reports are considered personnel files under NCGS 160A-168 but are not records of criminal investigation as defined by NCGS 132.1.4.

## **UPDATING REPORTS**

### **NIBRS Offense Updates**

Personnel that are aware of any changes that need to be made in a NIBRS offense classification will notify their supervisor. The supervisor shall then notify the Raleigh Intelligence Center (RIC). The RIC is responsible for reviewing and enacting the recommended change.

### **Status/Disposition Updates**

When a detective supervisor receives information concerning a change in status on a case, they are responsible for updating the status or disposition of the case.

### **Errors on Reports**

Notice of errors on an incident report or traffic crash report will be sent to the employee's supervisor. Upon receipt of the notice of error, the employee's supervisor will ensure the employee is made aware of the error and that it is corrected within five (5) days upon receipt of notification.

### **Traffic crash reports**

Only supervisors are authorized to follow-up on a citizen request for copies of police crash reports in specific circumstances (ex: report errors such as incorrect case numbers or missing/incorrect details, etc.). Supervisors will research and review their finding with the assigned officer who completed the report. Once the matter has been resolved and the report updated, the supervisor should direct the individual to the appropriate website, Raleigh Police Department Records Unit or DMV to access a copy of the current report.

In certain circumstances (after-hours), the supervisor can print the report and provide copies to citizens (in-person only) once supervisors ensure the citizen adheres to the following guidelines:

- Anyone attempting to locate a crash report **\*must\*** know the police report number, and
- **\*must\*** also have one of the following:
  - the driver's license number of an involved driver, or
  - the VIN of an involved vehicle and
- Since the request is made after-hours, they **\*must\*** also:
  - show their photo I.D. (such as the driver's license) and complete a "request form".
  - Supervisors will then forward the completed form through inter-office mail to the Raleigh Police Department Records Unit.