DPS STANDARD OPERATING PROCEDURE			
	SUBJECT: **REPORT WRITING** **DPS SOP 2006-07**	**SECTION(S):** ALL	**DISTRIBUTION:** ALL PERSONNEL
ISSUING AUTHORITY: CRAIG A. STONE ASSOC. V.P. & CHIEF, CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES (ELECTRONICALLY SIGNED)		**EFFECTIVE DATE:** December 31, 2006 **REVISED DATE:** July 11, 2024	**SUPERSEDES:**

Report Writing

SOP 2006-07 Report Writing

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REFERENCES:

- SOP 2011-53 Emergency and Incident Notification to Other University Depts..
- SOP 2011-13 Criminal Investigations
- SOP 2011-50 SPD/DPS Joint Operation Procedures
- SOP 2011-52 SPD/DPS Authorizing MOU
- SOP 2013-07 Central Records
- SOP 2007-23 Release of Reports Created by DPS
- SOP 2008-01 Intergraph Computer Aided Dispatch /Chief's Morning Report (CMR)
- CHAIRS2 User Guide

ATTACHMENTS: None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

II. PURPOSE: This Standard Operating Procedure is designed to provide members of the Department of Public Safety with a precise set of instructions concerning the proper report forms to be used under specific circumstances as well as instructions as to the execution of each report form.

Additionally, this policy establishes guidelines for improving the quality of reports through supervisory inspection; and it will also ensure accurate statistical data is compiled and available for dissemination to University members, the Syracuse Police Department, the State of New York and the Department of Education. Part II of this policy is designed as a reference and aid to building good report writing skills.

III. POLICY: It is the policy of this Department to respond to all incidents and calls for service within our jurisdiction and purview, and to document facts, property/evidence, and actions taken to resolve each incident in compliance with University expectations, Department regulations, and/or with local, state or federal laws.

SOP 2006-07 Report Writing

Reports prepared by members are expected to be an accurate account of criminal incidents and/or matters relevant to the DPS law enforcement function and/or the University. Reports become part of an official record that can be used as a basis for documenting evaluating what has been done or what needs to be done respective to any particular occurrence. It is crucial therefore, that every member of this Department ensures that each generated report is complete and of the highest possible quality and that they are filed in an orderly fashion that facilitates their security and recovery when needed.

IV. DEFINITIONS:

A. Intergraph Computer-Aided Dispatch (CAD): A proprietary information and report software that is used for computer aided dispatch (CAD) and law enforcement reporting that provides incident case numbers (DR's) for CHAIRS2. **(07/11/24)**

B. CNYLEADS: Central New York Law Enforcement Analysis and Database System. Used to generate law enforcement reports consistent with 2011 addendum to the Memorandum of Understanding with the SPD. (Replaced by CHAIRS2 in 2024). **(07/11/24)**

C. NET Delivery: Software application formerly used to complete and route reports completed electronically in CNYLEADS. **(07/11/24)**

D. CHAIRS2: Criminal History/Arrest Incident Reporting System 2. Provides local law enforcement agencies with a system developed and maintained by the Onondaga County Department of Information Technology to manage and maintain incident, arrest, warrant, and alarm records while providing tools for location validation, management reporting and administration. (Replaced CNYLeads in 2024). **(07/11/24)**

E. Incident Report: An incident report is an official record of the department's activity relative to a specific incident under investigation or of an incident that is deserving of documentation. An incident report is intended to accurately reflect the actions taken by officers pursuant to their duties. The report is also intended to document the actions and behavior of others, to record any and all University-wide notifications made, as well as to record any legal or administrative actions taken by the DPS on behalf of the University. All reports shall be accurate and will include all required information. Non-criminal events may be recorded on the Non-Criminal Incident Report below (F).

F. Non-Criminal Incident Report: This report is an official record for DPS personnel to report most non-criminal events. Examples of events include alarms, ambulance calls, animal complaints, civil incidents, hazards, status checks, suspicious persons or events, parking complaints, disabled vehicles, lost/found/damaged property, property damage, noise complaints, intoxicated persons, injuries, traffic stops etc. This report (11) is sufficient only when a single piece of property or vehicle is involved. If there is additional information (persons, property, vehicles) requiring documentation, the standard CHAIRS2 General Investigation Report (15) will be utilized. When the CHAIRS2 Non-Criminal Incident report is utilized to document an event, the clearing code is "11". **(07/11/24)**

G. Chief's Summary: The Chief's Summary is intended to be a concise, accurate and complete synopsis of an incident. A summary will be completed in conjunction with every incident report and attached to the report.

H. Chief's Morning Report (CMR): The CMR is a computer generated summary report of departmental activities for a given date or dates prepared by the Duty Officer and reported to the entire Department of Public Safety, University administrators and other local Law Enforcement personnel by email and is not covered in this SOP. Refer to SOP 2008-01 Intergraph Computer Aided Dispatch / Chief's Morning Report CMR for details.

PART I: PROCEDURES: DPS REPORT WRITING:

A. Timeliness of Report Submission:

1. It will be DPS policy that officers completing reports and summaries will do so in a timely manner.

    a. End of Tour of Duty: All reports will be submitted prior to the end of tour, and all reports returned for corrections will be corrected that date unless the supervisor dictates otherwise.

    b. Officers to Notify Their Patrol Sergeant of Report Completion: Officers will notify a supervisor upon the completion of a report. All reports, particularly incidents of a serious nature inclusive among them incidents such as: robberies, felony level assaults, sexual assaults; and any reports of a sensitive nature to the University will be completed and approved by the end of tour.

    c. Chief's Summary: Every report summary will be completed and approved that same date without exception.

    d. Officer Request for Report Writing Assistance: It will be the responsibility of the officer when writing an incident report to notify their supervisor if they are in need of assistance with report preparation, or the investigation will continue past the duration of the scheduled shift.

B. Supervisory Role in Report Preparation: (16.1.1 e)

1. Contact and Confer with Reporting Officer after Incident: During the course of their duty tour, Patrol Sergeants and other supervisors will attempt to contact their subordinates and discuss reporting requirements for incidents.

2. Review for Completeness and Accuracy: Supervisors will check with officers handling an unusual matter to ensure that reports are complete as required.

3. Provide Report Writing Instruction and Assistance: Supervisors are expected to provide instructions and assistance that is necessary to ensure that all reports and summaries are completed by the end of tour and are accurate and complete.

4. Approve and Submit Reports as Required: Supervisors will approve the reports before completing their shift. Reports not meeting DPS standards will not be approved and will be returned to the officer so that they can be corrected.

5. <u>Reports Returned for Correction:</u> The report shall be corrected prior to the officer's end of tour unless otherwise directed by a supervisor. In the event that the report is not completed prior to the supervisor leaving, the supervisor will brief a supervisor from the next shift relative to the report delinquencies, and that supervisor will approve the corrected report. Approved reports will be placed in the completed report tray for command approval.

C. **Classification of Reports: Operational and/or Administrative Reports:** Departmental reports fall within two general classifications: Operational and Administrative.

1. <u>Operational Reports:</u> Operational Reports originate at the operational level of the department and relate to police investigations.

   a. These reports include criminal and non-criminal investigative reports, arrest reports, vehicle impound reports, missing person reports, and all other reports normally prepared by members as a part of their daily University-wide activities.

   b. The subject of operational reports usually incorporates the details of an investigation, whether criminal, noncriminal in nature, traffic related, departmental, or affecting some other University department or function.

   c. A complaint or a request- for- service from a citizen or from a police officer typically provides the starting point for operational reports.

2. <u>Administrative Reports:</u> Administrative Reports may use a required format, but may also be prepared as free-form narrative reports reporting on the matter at issue. These reports are concerned with defining and reporting the administrative operation of the department.

   a. Administrative reports are management tools of critical importance and may range from personnel and budget issues to crime analysis reports.

   b. All members initiating administrative reports, like those initiating operational reports, will ensure that they are complete, thorough, and accurate and are submitted in a timely manner.

D. **Reports as a Permanent Record:** It is DPS policy to report and document various kinds of incidents on different types of reports and forms. This is done so a permanent record of events is available for:

1. Initiating criminal prosecutions and University Code of Student Conduct violations

2. Providing the University, the Department and its member's documentation in terms of offering some degree of civil liability protection

3. Providing assistance to victims and other interested University community members

4.   Conducting additional investigation by this Department or another law enforcement agency

5.   Referencing unusual events or occurrences or sensitive University issues

6.   Documenting matters of public safety, health and welfare

7.   Providing statistical information for departmental reports; to track incident patterns, and to provide accurate information for the annual report to the Department of Education, and other applications

E.   When <u>NO</u> Written Report Is Required:

1.   <u>Computer Aided Dispatch (CAD) Records as a Simple Report</u>: Not every complaint received or call-for-service dispatched requires the completion of a <mark>CHAIRS2</mark> Report. **(07/11/24)**

   1.   An electronic record created in the Emergency Communications Center (ECC) of all dispatched calls for service and of reported incidents and of self-initiated calls reported by the officer handling the matter into the Emergency Communications Center exists in the agency Computer Aided Dispatch (CAD) System.

   2.   The CAD entry becomes a formal record that contains the facts comprising a simple report and record of some minor matters.

2.   <u>Incidents Not Requiring Written Reports Include</u>:

   a.   <u>Off-Campus Incidents Investigated by Another Agency</u>: **(16.1.2 d)** Incidents involving University community members occurring at an off-campus location which are investigated in their entirety by the Syracuse Police Department or by another agency, such as:

      i.   A burglary of a private residence where no University owned property was stolen

      ii.   A robbery off-campus and outside the Orange Watch area involving a non-University affiliate

   b.   <u>Response Cancelled Before Arrival</u>: Calls on which the responding units are legitimately canceled prior to arrival

   c.   <u>Unfounded Call</u>: Incidents wherein the call is easily and clearly determined to be unfounded

   d.   <u>Complaint not Verifiable</u>: Incidents for which no victim or complainant can be verified, no crime can be determined and no participants can be located; (i.e. complainant, or victim gone on arrival, unable to locate)

   e.   <u>Some Minor Matters</u>: Occurrences for which a police response is necessary, but the completion of a report would only duplicate statistical data already captured (i.e., routine loud music complaints, accidental / false alarms, lock-outs)

   f.   <u>Uncooperative Complainant</u>: Officer discretion may become a factor when circumstances indicate that a complainant/victim does not

wish to pursue or cooperate with an investigation. In these cases, documentation may consist of information placed in the CAD incident screen

    g.   <u>Seek Supervisory Input</u>: When an officer is unable to determine if a report is required, best practices dictate that he/she should seek advice from a supervisor

F.   When A Written Report <u>IS</u> Required: (16.1.1 a) (82.2.1 a)

1.   <u>Report Form for Operational Matters</u>**: (16.1.2 b) (16.2.2 a, b)** Employees are required to submit reports on appropriate forms and/or in the customary format for all reports of crime, as well as for all noncriminal incidents involving departmental employees and University community members occurring on or off campus that require documentation for a permanent record. A report will be generated for any criminal offense, or fire, or Violence Against Women Act specified incident occurring within the Clery-reportable geography.**(03/10/16)**

2.   <u>Report Form for Administrative Matters:</u> Employees may be required to prepare administrative reports that may require the use of administrative forms, such as a DPS Daily Motor Vehicle Inspection Form or a DPS Detention Form, or the preparation of a memorandum containing required and detailed information as may be the case with a supervisory report or study.

3.   <u>Response to a Call – Performance of an Official Function</u>**: (16.1.2 b, c) (16.2.2 c, d)** A written report shall generally be made on all cases in which an officer responds to a call and is required to perform any type of official function; and of any investigation whether assigned, initiated by an officer or the result of a citizen's request requiring any official actions shall be reported to the ECC for CAD entry and appropriately documented with a written report.

4.   <u>Violation of Law or University Policy or Code of Conduct</u>**: (16.1.2 a) (16.2.2 e)** Written DPS reports shall be made on complaints where a violation of federal, state or local law has occurred or a violation of University policy to include the Office of Community Standards Code of Student Conduct requires documentation.

5.   <u>Examples of Calls or Incidents Requiring Written Reports</u>**:** Written Reports are required to include, but are not be limited to the following matters:

    a.   <u>Crimes against Persons:</u> Any reported crime against persons from simple harassment to aggravated assault will include:

        a.   Missing persons not immediately located; and

        b.   Reports need to be completed on any incident that is criminal in nature or has that potential based on the totality of the circumstances.

    b.   <u>Crimes against Property:</u> Any reported crime against personal property on campus to include criminal mischief, vandalism and the destruction or the attempt to destroy personal or University property.

c. Arrests: **(16.1.2 e)** Any arrest, including physical arrests or appearance tickets issued, and any traffic tickets issued for misdemeanors including Aggravated Unlicensed Operation (AUO) of a motor vehicle. See SOP 2009-05 Arrest, Detention and Transportations of Prisoners for details on arrest report preparation.

d. Office of Community Standards: The initiation of any referrals to the University's Office of Community Standards. **(16.1.2 a)**

e. Warrants/Summons: Any incident involving a summons or warrant application or request for a warrant or summons to be issued / executed by another department. **(16.1.2 d)**

f. University Property: Any loss, damage or theft of University owned property.

g. Outside Agency Investigation Involving a University Community Member: **(16.1.2 d)** An Incident being investigated by an outside law enforcement agency where a University community member is victimized or charged with a criminal offense, or where the DPS is apprised of an earlier arrest of a University student previously occurred.

h. Abandoned, Found or Confiscated Property: Any found property or confiscated property coming into the possession of a DPS employee. Reference is made to SOP 2013-08 Property and Evidence Control.

i. Injuries: Any reported injuries or unconscious persons associated with the campus or involving a member of the campus community.

j. Citizen Complaints: Reported citizen complaints are typically non-criminal and may consist of alarms, ambulance calls, animal complaints, civil incidents, hazards, status checks, suspicious persons or events, parking complaints, disabled vehicles, lost/found/damaged property, property damage, noise complaints, intoxicated persons, injuries, traffic stops etc. **(82.2.2b)**

k. Trespass Order: The issuance of a trespass order

l. Towed – Impounded Vehicles: Any vehicle towed or impounded

m. Domestic Violence: Domestic -Violence related calls

n. Any Incident to Document Actions Taken: Any other incident in which the circumstances should be documented to show what actions were taken by the officer(s).

o. Insistence of Complainant: Reports may be generated at the insistence of a complainant.

p. When directed by a Supervisor: Any incident where a supervisor directs that a report is required

G. Chief's Summary: Besides completing a CHAIRS2 report and other associated documentation the investigating officer will send an e-mail report summary

notification to their shift supervisor. The following information will be recorded under the add case selction: **(07/11/24)**

1. Location of Incident

2. Occurred Incident Type

3. Occurred Dates and Times

4. Reported Date and Time

5. Incident Case Number (DR Number)

6. Case Status

7. Incident Summary

H. **University Copy of other Agency Report of On-Campus Matter: (16.2.1 a)** The investigative and reporting role of the DPS is limited by NYS statute and by the Authorizing MOU between the Syracuse Police Department and the Department of Public Safety. Reference is made to SOP 2011-52 <u>SPD/DPS Authorizing MOU</u> and to SOP 2011-52 SPD/DPS <u>Joint Operations Procedures</u>**.**

In many instances involving the investigation and reporting of matters conducted by an outside law enforcement agency, the DPS may elect to collect and report on the matter to document information important to the University. This may be accomplished in several ways as articulated below:

1. In a supplementary <mark>CHAIRS2</mark> report using that outside law enforcements report number, or

2. By generating a new INFORMATION report with a new case number and cross-referencing that report to the original report. **(07/11/24)**

I. **Supplemental Reports:** A supplemental report is required on any incident that requires follow-up investigation or on any incident wherein an officer performed specific tasks instrumental to the investigation reported by another officer or department.

1. A supplemental report is required whenever additional information is developed respective to an investigation.

2. A supplemental report will be used to make corrections to cases that have been previously submitted to <mark>CHAIRS2</mark> after supervisory review. **(07/11/24)**

3. If an officer has a question as to whether a report or supplement is required he/she should seek advice from a supervisor.

J. **DPS Forms Used for Reports: (16.1.1 c) (07/11/24)**

1. Specific departmental reports will be used to meet predetermined needs, and additional report forms may be promulgated with the Chief's approval to meet changing departmental needs. Consult the Forms Folder on the G Drive and the file cabinets in the Roll Call Room for copies of DPS Forms. **(82.2.1b)**

2. <u>Department reports used for field reporting include, but are not limited to:</u>

1. <mark>CHAIRS2</mark> reports and Supplement reports (Electronic Reports)

2. Injury Report

3. Property reports

4. NYS DMV MV-104A Traffic Accident Investigation reports

5. NYS Domestic Violence reports

6. Motor Vehicle Stop Data Collection Form

7. Arrest report

8. Show-Up Identification Form

9. Photographic Identification Report Form

10. Uniform Traffic tickets

11. Departmental Neighborhood Safety Patrol Forms (used to document University referrals pursuant to City Ordinance violations)

12. Field Trespass Warnings/Orders (28)

13. Stolen laptop computer tracking forms

14. Citizen Complaint Forms

15. Use of Force Report

16. Weapon's Use form

17. Conduct Referral Forms (Standard Report and Arrest forms)

K. Submitting and Processing Field Reports: (16.1.1 d) (82.2.1 d)

1. <u>Officer Assigned Call as Reporting Officer</u>: As a general rule, the primary officer dispatched and assigned to handle a call will be the reporting officer unless a supervisor assigns another officer to handle that responsibility, (i.e., an officer with specialized training may be better suited to handle a specific type of investigation).

2. <u>Reporting Officer Responsibilities</u>: The reporting officer is responsible for the accuracy, legibility, and completeness of his/her report.

    a. Reporting officers will submit their completed reports for review by their immediate supervisor in a timely manner, usually prior to the end of their shift.

    b. The completion of a report does not relieve the reporting officer of the responsibility for maintaining adequate notes of the incident or field investigation in his/her personal notebook (Rosario notes).

    c. Whenever an officer has any doubt as to whether or not to make a report, he/she should confer with his/her supervisor and if doubt remains, then a report will be completed to document the incident.

    d. If multiple officers assist with the investigation of an incident, the first unit dispatched will assume responsibility for obtaining the pertinent information from other officers and completing the required

investigation report unless a supervisor specifies otherwise. All officers participating in the investigation will be documented in the report.

    e.   Additional assisting officers will likely be required to prepare a 'Supplemental Report' detailing their actions and involvement in the investigation when their actions are probative. Officers will prepare reports as directed by a supervisor.

    f.   Reports completed by Sergeants or above will be reviewed and approved by the next higher-ranking officer prior to being submitted.

        i.   In situations where a higher-ranking officer is not available to approve a report that is needed for a court case, Supervisors may approve their own reports (this procedure does not relieve a supervisor from having his\her other routine reports signed by a higher-ranking officer).

    g.   All initial draft reports will be completed and submitted to the employee's supervisor prior to completing their tour of duty unless the report is minor in nature and is specifically placed 'on hold' by a supervisor. **(16.1.1 e)**

        i.   In those instances the Summary will always be completed for the incident.

    h.   In no case, without the permission of a Command Officer, shall a report be placed 'on hold' if the reporting officer is not scheduled to report back to duty the following day. Any delay must not affect the availability of required information. **(16.1.1d) (82.2.1 d) (82.2.1 e)**

L. Determining the Correct - Most Suitable Report To Utilize:

1.   In instances where the DPS is the primary investigative agency a CHAIRS2 General Investigation Report or a CHAIRS2 Non-Criminal Incident report will be completed with the appropriate assigned case number. **(07/11/24)**

2.   In those instances where another outside law enforcement agency is the lead investigative agency the DPS will adhere to the following procedures:

    a.   When the DPS is notified about an in-progress call of a MINOR nature that another outside law enforcement agency is investigating, affecting the University or a student, the DPS can elect to complete a supplemental report.

    b.   The officer will use the other agency's case number and the information in the DPS supplemental report should be specific to University needs to include notifications, student referrals, counseling referrals, housing changes, etc.

    c.   DPS supplemental reports should avoid detailing unnecessary specifics relating other agency's actions which later may be used to confuse or discredit other reported facts during future court proceedings.

3. When the other outside law enforcement agency is investigating a <u>major</u> incident or an incident where an arrest is made or an arrest is likely or possible then the DPS should instead complete a separate INFORMATION report with a second case number unless:

    a. When a DPS officer's actions are instrumental to the investigation (i.e. they chase and apprehend a robbery suspect, they assist in clearing a building on a burglary call, they participate in a show-up, or they locate evidence) then they should complete a supplemental report detailing their specific actions taking care to ensure that their reports are accurate.

    b. A supervisor from that outside law enforcement agency requests the DPS involvement.

NOTE: In instances where a DPS officer completes a supplemental report on a serious or major investigation as specified in sub-sections (a) and (b) above, their supplemental reports should generally be approved by a supervisor from that same outside agency unless a DPS supervisor is directed otherwise.

4. When the DPS is notified about an incident that had already been investigated, especially a criminal incident the appropriate report would in most cases be an INFORMATION report.

5. DPS officers should seek advice and guidance from a supervisor when circumstances are unclear.

M. Unique Incident Number: All operational reports will be assigned a sequential incident number unique to that occurrence and that DR number will include a two-digit prefix indicating the particular year it was authored. Parking Tickets have their own sequential numbering system and do not require a DR number. **(16.1.3) (82.2.3)**

N. Report Preparation Requirements: (16.1.1 b) (82.2.1c)

1. All reports will be completed in the appropriate report writing system, or on the proper form, and in the proper formats with the correct disposition codes.

2. Comments and dispositions will be provided by the officer(s) to the Communications Officer for inclusion into CAD and will indicate if reports, memorandums, citations, summons or warrant applications, or other documents have been or will be prepared.

3. All submitted reports shall be accurate and complete and include all available information concerning the incident.

4. No report will be complete until such time that it is electronically endorsed by the submitting officer.

5. Certain types of investigations call for special inquiries, and all pertinent information will be included in the appropriate report or on the suitable form.

a.   Employees will prepare all reports according to the procedures for preparation as specified for each specific report.

6.   Reports will contain all available relevant information and will flow in a chronological order.

7.   The reporting officer will affix his/her signature followed by their ID number with their last name first, under their signature on all handwritten reports in black ink to certify the report is legal and sworn to, and to distinguish photocopies from original documents.

O.   Completing A CHAIRS2 General Investigation Report: (07/11/24)

1.   In general, DPS Officers will type original and supplemental reports into CHAIRS2.

2.   CHAIRS2 will be used for entering reports, supervisory review, and forwarding of all offense reports, unless a specific report form is otherwise required.

3.   Officers will reference the CHAIRS2 Instruction Manual as a guide for completing reports as necessary.

4.   CHAIRS2 will be accessible by Department computers and/or DPS vehicle MCT.

5.   All CHAIRS2 reports will have the appropriate boxes filled out under the suitable report section(s) and the officer will follow the CHAIRS2 prompts and provide the known information for each prompted field.

6.   The report narrative should be concise but complete, providing all of the information necessary for investigation, prosecution, or other University or departmental follow-up.

7.   CHAIRS2 reports will be endorsed electronically.

8.   Under no circumstances shall an employee knowingly include or exclude any information from any type of report which by its addition or omission would be misleading or fraudulent.

a.   Furthermore, no pertinent information shall be omitted from any report with the intent of avoiding a required follow-up investigation, or in an attempt to avoid completing a lengthy report, or to avoid the initiation of a criminal action or University sanction.

9.   Defects or discrepancies noted in the report writing procedure, which come to the attention of personnel, will be reported to their immediate supervisor who will then properly forward the information up the chain of command for review and/or corrective action.

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P. **List of CHAIRS2 Reports to be Sensitized**: (07/11/24)

DPS CHAIRS2 cases will only be sensitized for:

1. Cases involving an internal investigation

2. Potentially high profile sensitive cases

3. Any non-criminal Human Resources related investigation

4. Any non-criminal or non-law enforcement investigation involving a student that would be protected by the Family Educational Rights and Privacy Act (FERPA). Such cases may include non-criminal Title IX investigations.

5. Investigations initiated by the Office of Community Standards that do not include law violations where DPS is assisting in the investigation.

6. Other non-criminal or non-law enforcement related investigation referred or assigned by a University official involving a student.

7. The Administrative and Operational Support Commander is authorized and responsible to sensitize case reports.

    a. In the event the Administrative and Operational Support Commander is unavailable, the DPS Duty Officer or a Chief may sensitize cases pursuant to this SOP.

Q. **Supervisor's Responsibility for Report Content:** **(16.1.1 e)** Supervisors shall ensure that each report meets Departmental standards as follows:

1. The report is clear and concise and factually accurate.

2. The elements of any offense(s) are included in the report.

3. The member has conducted a comprehensive preliminary or follow-up investigation and thoroughly recorded the action taken.

4. All University and departmental interests are addressed to include notifications and the manner in which they were made.

5. A thorough canvass is conducted when required and/or appropriate.

6. Reports will contain all available, relevant information. Reports will be reviewed and approved or rejected by the appropriate supervisor upon completion.

R. **Supervisor's Responsibility for Report Review/Revision & Approval:** **(16.1.1 e)**

1. During their tour of duty, Patrol Sergeants (or others designated as a patrol supervisor for a shift) should make every effort to contact their assigned personnel and review reports prepared during the shift. Further, patrol Senior Specialists may be assigned by Sergeants to perform such tasks regularly.

2. Supervisors shall check the Draft Report Manager in CHAIRS2 throughout their shift and approve any reports waiting there that the supervisor is responsible for. **(07/11/24)**

3. Prior to completing his/her shift the supervisor will properly address all completed reports:

   a. It is expected that supervisors proofread reports for fact, grammar, obvious misspelling and compliance with departmental standards.

   b. Reports should be disapproved for obvious deficiencies.

   c. Report deficiencies will be corrected in a timely manner and when necessary, sent back to the originating officer through the proper chain-of-command.

   d. Supervisors from other Sections or units will adhere to this practice

      i. A patrol report should be reviewed by a Patrol Sergeant, Patrol Commander, or the Deputy Chief for Law Enforcement and Community Policing, unless a Detective or acting officer in charge is assigned as a patrol supervisor for the shift.

   e. The Lieutenant or other member of the Investigations Section (unless reassigned as a patrol supervisor for the shift) will not have routine direct oversight over patrol reports. Reports are entered into CHAIRS2 after the first line supervisor's review and approval. **(07/11/24)**

   f. Whenever a 'draft' report is not approved by the end of shift, supervisory approval shall be obtained by the next available supervisor. In the event that corrections need to be made by the reporting officer, the report will be rejected through CHAIRS2. **(07/11/24)**

   g. At no time shall a supervisor leave an incorrect report within the supervisor in-boxes without taking the necessary steps to properly reject the report for correction.

   h. In cases where the member is no longer available to correct a disapproved report, the report will be left unapproved and the supervisor will indicate what particular deficiencies need correction.

   i. Handwritten reports that are disapproved will be returned to the Report tray in the Supervisors Office with a notation detailing the deficiencies to be corrected.

   j. Prior to completing a shift, supervisors should properly address all completed reports prepared during that shift and will also review any reports prepared by the previous shift not already examined by the previous shift supervisor.

   k. In the event of an on-going multi-unit response to an investigation, command officers or supervisors, or Detectives from the Investigations Section may have direct input into the investigative process and the report approval process, or may otherwise elect to take command of the incident pursuant to SOP 2011- 13 Criminal Investigations.

S. **Actions After Patrol Sergeant or First Line Supervisory Approval: (07/11/24)**

1. After review, and when the supervisor is satisfied that the report has been completed in accordance with this policy, he/she will approve the report through CHAIRS2.

2. It is the responsibility of all Patrol Sergeants or other first-line supervisors to ensure that completed reports are not left unapproved for lengthy periods of time in CHAIRS2.

3. Once a supervisor approves a report in CHAIRS2 from the supervisor approval box, that report is entered in CHAIRS2 permanently. If something needs correction or clarification the only way to accomplish that is to complete a supplement report. Any questions should be directed to a supervisor, Patrol Commander, or the Commander of Administrative and Operational Support.

4. The internal departmental distribution of reports will adhere to the established chain-of-command; and reports being referred to Investigations should include that notation in the appropriate CHAIRS2 Report box, as well as at the end of the report narrative.

5. The completed and approved reports will then be forwarded to the Records, Logistics and Property Manager through the Administrative and Operational Support Commander, where they will then be stored in Central Records files appropriate for the type of report being filed. Refer to SOP 2013-07 Central Records for details.

T. **Report Filing, Storage and Security: (82.1.1.a)**

1. The DPS recognizes the importance of maintaining and controlling law enforcement generated reports in a safe environment where access is controlled and limited, and this will be accomplished in a manner consistent with the policies and processes fully detailed in SOP 2013-07 Central Records.

U. **Report Distribution: (07/11/24)**

1. All police incident reports shall be prepared utilizing the department's CHAIRS2 incident reports.

2. Personnel shall prepare incident reports in accordance with the most current CHAIRS2 Instruction Manual.

3. Officers and supervisors will utilize CHAIRS2 to complete and route reports completed electronically, and those reports will be saved electronically within that system.

4. Supervisors will approve and/or disapprove CHAIRS2 reports as required and in keeping with this standard operating procedure.

5. Until such time that DPS 'goes paperless', hard copies of each case will be printed out and physically filed.

6. The external release of all reports created by the DPS will be in compliance with SOP 2007-23 <u>Release of Reports Created by DPS</u>. Refer to that SOP for the related protocols.

 a. The requesting party will complete an Incident Report Release Request Form and forwarded it to the Administrative and Operational Support Commander.

 b. In the absence of that Commander, the Lieutenant of Investigations is authorized to consider the release of information for approval.

 c. In the event that neither of the above are available, refer to SOP 2011-16 <u>Succession of Command and Unit Command</u>, Pg. 2, Part IV Sub C, and D, to locate the next in succession of command for their action on this matter.

7. Generally, the internal University-wide distribution of reports will include providing copies of incident reports and associated documents to the appropriate University departments that legitimately require the reports (i.e. Injury report will routinely be forwarded to Office of Institutional Risk Management, reports affecting residence halls will be forwarded to Residence Life, etc. **(82.2.4)**

8. The distribution of reports to affected University members or the public will be at the discretion of the Administrative and Operational Support Commander or a designee. Students (including authorized family members) requesting reports pertaining to their personal Code of Student Conducts violations will be referred to the Office of Community Standards. Reference SOP 2007-23 <u>Release of DPS Reports</u>. **(82.2.4)**

9. Information being provided to Office of Community Standards reflecting criminal conduct of University students that is being treated concurrently in a criminal court will be treated differently that other more routine code of student conduct violations, and these reports will not be routinely provided to the Office of Community Standards and instead, an *amended referral form* will be provided supplying the criminal charge and a synopsis sufficient to initiate a judicial proceeding. **(82.2.4)**

V. Departmental Review Prior to Report Submitted to Outside Agency:

1. <u>Requests for Reports – Police & Prosecutors:</u> **(82.1.1 c)**

Upon request, the Administrative and Operational Support Commander may release copies of approved DPS reports created for a law enforcement purposes to police or prosecutors, provided that they have a legitimate interest in the reports to further a criminal investigation or for consideration of prosecution.

 a. No member shall submit any departmental report to any civil, traffic, or criminal court, or to the District Attorney's office, or to any other entity or law enforcement agency unless it has been properly reviewed and approved by a Patrol Sergeant, or other Supervisor.

W. Syracuse Police Supervisory Approval of DPS Reports: Concurrent Investigations:

1. SPD supervisors may elect to approve a <mark>CHAIRS2</mark> report completed by a DPS officer relating to any concurrent investigation involving the two agencies pursuant to SOP 2011-50 SPD/DPS Joint Operational Procedures (i.e. a violent felony or any sensitive issue under investigation wherein the SPD chooses to act as lead investigating agency).

X. Supervisors to Document Report Writing Performance:

1. Document Report Writing Skills/Performance: Supervisors at all levels shall document both report writing skills and problems areas that may require follow up.

2. Remedial Training: Where there are repeated discrepancies apparent with an officer, the supervisor will take measures to ensure the officer receives remedial training. Where remedial training does not correct the problem and all other remedies have been exhausted, the department may require the officer to seek training outside of the department.

PART II: REPORT WRITING REQUIREMENTS AND SKILLS

A. Elements of a Well Written Report:

1. A report must be self-explanatory, as it is often directed to a person far removed from the source of the incident. The reader depends on the thoroughness and accuracy of the report to obtain the pertinent facts. Successfully completed reports require no further explanation and need be all-inclusive. The reader should not have to read an affidavit, a Use of Force report or some other document to learn some salient information that is not in the report.

2. Clear**:** The language and the format must be simple and to the point. Facts presented should follow a logical sequence, most often on the basis of the order in which they occurred.

3. Legible: Handwritten reports must be readable. Whenever possible, reports should be typed.

4. Complete: All available and related facts should be included. Memory alone is not sufficient to assure completeness. Notes taken at the scene should be consulted. The report should answer the questions of: who, what, when, where, why, and how?

5. Accurate: Factual information should form the basis upon which the report is written. Feelings and opinions of the writer are proper in a report only when called for and clearly labeled as such. Names, descriptions, addresses, number, etc. should be checked for accuracy.

6. Brief: Brevity is desirable to the extent it eliminates unnecessary words, not when it is achieved through the loss of facts. Eliminate superfluous words and phrases that contribute to the wordiness of the report. Long and

involved sentences are perhaps the greatest single cause of obscurity and misunderstanding.

7. <u>Prompt</u>: The report will be completed as soon as possible and dated after the facts are noted. Complete the report when all the information is fresh in your mind.

8. <u>Report Writing and Performance Evaluations:</u> Reports must demonstrate the qualities mentioned above. Evaluations of personnel are based upon work as presented through reports. A report is a reflection of the ability and the attitude of the officer and is a direct reflection upon the professionalism of the DPS. When an investigation is properly conducted, but inadequately reported, it fails to provide the department and university with the incident documentation needed for sufficient case presentation

B.   Basic Questions to be Answered in a Well Written Report:

1. <u>Who:</u> This question is concerned with information regarding the victim, witness, complainant, or suspect.

   a.   Names will be complete and correct.

   b.   The spelling must be accurate. Example: Wallace can be improperly recorded as Wallis, Francis can be Frances, etc.

   c.   The middle initial of the name must be included, if there is one.

   d.   Nicknames or aliases will also be included in the report. Care should be taken so that they are not mistaken as the legal name of the person.

   e.   Exact home address, campus or off-campus address, telephone numbers including mobile phones numbers, if any, shall be recorded. In the event the subject is a student, faculty, or staff member the SUID number will be recorded.

   f.   "Who" Questions:

      i.   Who was present at the scene? Include everyone, such as victim(s), witness(s), suspect(s) and police officer(s).

      ii.   Who was apprehended?

      iii.   Who called the police?

      iv.   Who discovered the crime?

      v.   Who may have evidence?

      vi.   Who discovered the missing property?

2. <u>What</u>: This question considers factors to include:

   a.   Type of property damaged: building, dwelling, automobile, personal property or University property

   b.   Type of property stolen / lost or found. What items related to the crime were found at the scene? An accurate description of property should be recorded

  c. Offenses committed: assault, burglary/larceny, robbery?

  d. Type of evidence found

3. <u>Specific Location:</u> This question is concerned with the geographic location of the crime scene, property or evidence, and includes:

  a. Where was the offense committed?

  b. Where was the property found?

  c. Where was the evidence found?

  d. Where was the suspect apprehended?

  e. Where was suspect last seen?

4. <u>Specific Times:</u> This question includes the date and time the offense was committed, when the incident was actually reported, when the property was found, and when the suspect was apprehended.

  a. The date should be recorded as month/day/year with the day of the week indicated using the first three letters of the day (i.e. Mon. 05/30/2003).

  b. The time should be recorded using a twenty-four hour clock (military time example 4:15 PM would be 1615 hours).

  c. When did the DPS arrive, was the city police called (officer, evidence technician personnel, investigator, etc…)?

  d. When was the crime discovered?

  e. When was the suspect apprehended?

  f. When did the police receive the call?

5. <u>How:</u> This question is the manner in which the incident occurred, for example:

  a. How was the crime reported?

  b. How were certain tools used?

  c. How was the crime committed and discovered?

6. <u>Motivation or Intent:</u> This question is the motive or reason for the incident, for example:

  a. In crimes against the person, the object of the attack might be revenge, ransom, or rape.

  b. In crimes for gain, the reason or why the crime is committed is to acquire money or property.

7. <u>Obscene Language in Reports:</u> Explicit wording, including obscenities that relate to proving elements of a crime, must be stated in a police report, affidavit, information, and an accusatory instrument, whenever it is necessary to support the alleged charges. Efforts should be taken to limit such language if possible.

8. <u>Names, Not Titles:</u> The names of persons contacted throughout the University must be included in the report, not "I called the Office of

Residential Life" or "I called Student Affairs" -- the name of the person and the department that they represent that are subsequently contacted must be included in the report.

9. <u>Time of Report/Document:</u> When taking an affidavit from a person, the officer will record the starting time on the affidavit. When the affidavit is finished the officer will record the ending time. Locations for writing time started and ended are provided on the pre-formatted affidavits.

If the affidavit form does not have a preformatted location, officers shall enter the start time in the first sentence, and the end time in the last sentence of the affidavit.

Examples*: <u>START</u>* - "It is Saturday, January 1st 2000 at 1300hrs. I am at the DPS Headquarters giving this statement to." "and/or", "In Regards to".

<u>END</u> I give this statement to Officer Doe of my own free will. I swear this statement is the truth under the penalty of perjury. "END of STATEMENT 1432 hrs." Signed and Witnessed.

10. <u>Attachments:</u> Any statements or actions documented in an affidavit must be incorporated in the investigation report. The investigation report must be all-inclusive and able to stand on its own.

C. Recommendations for Effective Field Note Taking:

1. Notes shall be extensive enough to allow the preparation of complete and accurate reports, to help recall information for testifying in court and to serve as a reference for police activity performed on a particular day.

2. The notebook found to be the most suitable for field note taking is a loose-leaf type, about three inches by six inches that may be easily carried on the officer's person.

   a. The fact the pages may be removed for testifying in court protects the integrity of all other information that may be in the notebook.

   b. Notes should be preferably written on only one side of a page. This is especially important when the loose-leaf type notebook is used and the notes are removed for testifying.

3. Considerable information is gathered during the course of an investigation including statements, names, addresses, descriptions, measurements, etc.

4. All pertinent information will be recorded in an officer's field notes, as they are brought to light, so they may be aid in the preparation of an accurate and complete report.

5. Officers must recognize that developing good note taking habits is essential to providing a good report and unimpeachable testimony.

6. Officers must remember that their field notes constitute "Rosario Materials", which must be made available to a criminal court upon demand. Officers shall retain their field notes and must be prepared to deliver them when requested to do so.

D. Common Reporting Errors:

1. <u>Insufficient or Inaccurate Information</u>: There are a number of possibilities for errors to be made during report writing and officers should take care to avoid common mistakes. Most reports rejected by supervisors and command staffs are rejected due to insufficient or inaccurate information.

2. <u>Commonly made mistakes and problem areas</u> also include:

   a. Improperly transcribing incident numbers

   b. Incorrect offense / incident types

   c. Incorrect spelling of names/ lack of date of births/university identification numbers (A report can be approved with minor spelling mistakes.)

   d. Improperly transcribing telephone numbers/ failure to include area codes

   e. Incomplete property descriptions/ lack of accurate monetary values

   f. Failure to include nature of damage to property

   g. Transposing names of victims, suspects, witnesses, or complainants improperly

   h. Insufficient information specific to the incident [crime]

   i. Lack of notification information

   j. Lack of manufacture make/model/ serial numbers

   k. Inclusion of non-factual assumptions

   l. Lack of relationship documentation in domestic-related incidents

   m. Lack of synopsis regarding other reports to include; affidavits, emails, texts, Face book accounts, letters, etc.

   n. Lack of verbatim reporting of spontaneous or excited utterances by offenders

3. <u>Arrest Reports</u>: Arrest reports in particular, must have all the appropriate boxes completed and the narratives in particular should:

   a. Detail that the arrest was made with/ or without incident.

   b. Detail how transport was conducted in instances where a physical arrest was made and in the event that a DPS officer conducted the transport, the name of the authorizing SPD supervisor.

   c. If a juvenile Indicate whether a parent/guardian was notified

   d. Indicate if the defendant made any suicidal ideologies.

   e. Indicate that a photocopy was taken to SPD records, with a photocopy of any appearance ticket issued.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Reviewed / Revised entire SOP for format and content	7/08/13
2	CNY Leads Cases Sensitized Pg. 13, Titles, Summary	03/25/14
3	Reviewed/Revised re IACLEA	03/10/16
4	Revised re Approve of CNY LEADS Reports, Pgs. 9,15,16	08/19/16
5	Revised to include the Non-Criminal Incident Report	08/29/18
6	Revised Reporting Requirements for Citz.Complaints	06/15/20
7	Revised references to AEGIS/CMR	04/12/21
8	Revised re CHAIRS2 replace CNYLeads references	07/11/24