

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL
4.17 POLICE REPORTS AND MANAGEMENT

SUBJECT: Police Reports and Management		
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	REVISED: 1-16-2025	
	TOTAL PAGES: 5	

4.17.1 PURPOSE

To provide guidelines for both employees and citizens on the reporting requirements of authorized Department reports and forms.

4.17.2 POLICY

Department supervisory personnel shall ensure both employee and citizen reports are completed accurately containing all mandatory field requirements.

4.17.3 FIELD REPORTING AND MANAGEMENT

A. Written Reports

1. Written reports form the official record of work performed by the Topeka Police Department. They are used to:
 - a. Determine crime patterns for allocation of police resources;
 - b. Determine the effectiveness of police procedures;
 - c. Gather information;
 - d. Assist in investigations; and
 - e. Assist our citizens in recouping losses through property recovery or insurance payment.
2. The public judges the Department's performance by the quality of written reports;
3. Prosecutors and others in the criminal justice system judge the performance of the Department by the quality of reports.

B. General Report Requirements

1. Every incident in one or more of the following categories, in which contact is made with a member of the public will be documented by recording basic information in the officer contact or other written report.
 - a. Citizen reports a crime;
 - b. Citizen complaint;
 - c. Incidents resulting in an employee being dispatched or assigned;

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

4.17 POLICE REPORTS AND MANAGEMENT

- d. Criminal and non-criminal cases initiated by employees; and
 - e. Incidents involving arrests.
- 2. The officer assigned has primary responsibility for reports pertaining to calls for service and self-initiated activities. Any officer who has relevant information must submit appropriate reports;
 - 3. Officers shall submit reports or contact logs to document incidents, investigations, and officer actions. These reports will be thorough, accurate, and submitted in a timely manner. Exceptions include:
 - a. Calls for service that cannot be located require no report; and
 - b. Very minor incidents which are resolved in the field with no need for further documentation, other than on the officer's call notes.
 - 4. All reports will be submitted by the end of the officer's tour of duty;
Exceptions:
 - a. On a case-by-case basis, the Field Commander may permit officers to delay reporting until their next duty shift when the delay will not impair the availability of needed information;
 - b. Commanding officers may approve delayed reporting to protect the confidentiality of an investigation. In these cases, timely reports should be prepared, but submission to Records may be postponed only with commander approval. The reporting officer should notify Records of the case number and offense;
 - c. In the event of an approved delay in reporting, the delay shall be documented in the Call Notes of the incident, including the reason for delay and the name of approving Commander.

C. Report Use and Guidelines

- 1. The reports primarily used by officers for the original reporting of incidents and the general standards for their preparation and use is outlined in the Kansas Incident Based Reporting System Handbook (KIBRS);
- 2. This is available electronically in the agency forms repository.

D. Report Preparation

- 1. All reports will contain truthful, factual information and officers will complete all spaces on reports as required by KIBRS guidelines and Department requirements;
- 2. Officers may direct-enter on computer or transcribe any reports;
- 3. Reports must be complete, accurate, and concise;
- 4. Officers are prohibited from using jargon, disparaging, or unprofessional language in official reports, unless relating a direct quote;
- 5. Reports will be electronically filed, and routed to CIB.

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

4.17 POLICE REPORTS AND MANAGEMENT

E. Report Review

1. Field supervisors shall frequently review and approve reports submitted by field officers. The purpose of the review is to:
 - a. Determine adherence to this directive;
 - b. Detect errors or omissions in need of correction;
 - c. Ensure that appropriate investigation has taken place;
 - d. Assign follow-up when needed;
 - e. Obtain information about events for briefing other officers;
 - f. Assure the overall quality of reports is maintained; and
 - g. Assist with performance review and training purposes.
2. Errors Requiring Corrective Action
 - a. Officers should make corrections on the original State report form as a modification of the original report;
 - b. Narrative amendments shall be made by a supplemental narrative, and not a change to the originally submitted narrative;
 - c. Officers must correct any error or omission that will affect the investigation or prosecution of a case;
 - d. Field supervisors shall look for error patterns on officers' reports and will address the problem through additional training or discipline;
 - e. The field commander will spot check reports in the report review process to ensure it is working successfully.

F. Report Control

1. All Bureaus shall maintain an adequate supply of the forms used;
2. The Chief of Police must approve new or modified report forms;
3. The Records Unit is primarily responsible for the filing and maintenance of Department designated reports;
4. Personnel will forward all original investigative reports to the Records Unit. They will maintain all records except those listed below;
 - a. The following units, pursuant to Departmental policy, may maintain separate investigative case files of original reports:
 - 1) Professional Standards Unit, for internal investigations;
 - 2) Criminal Intelligence, for information reports and other intelligence information; and
 - 3) CIB/Investigative Unit, for sensitive ongoing investigations which is pre-approved by a Supervisor or Commander.
 - b. Other units and officers may retain copies of reports for analytical or investigative use, as long as the need exists and they have received approval by their Bureau Commander;

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

4.17 POLICE REPORTS AND MANAGEMENT

5. Control and Security of Reports

- a. Employees will maintain reports and copies with suitable precautions against loss or disclosure;
- b. Officers will shred/destroy any copies not needed;
- c. Employees shall not remove, alter or destroy original reports without supervisory authorization.

G. Complaint Numbering

1. A complaint number shall be assigned to all original incidents entered into the Computer Aided Dispatch (CAD) system;
2. The number shall include a four-digit number indicating the year.

H. Designating Reports Confidential

1. Officers should classify reports confidential if the release or dissemination of the information it contains would be likely to jeopardize an investigation and it can be withheld through a Kansas Open Record Act exception;
2. The Department's Legal Advisor shall be consulted for these exceptions;
3. The sworn Records Unit supervisor, or designee, will determine the appropriate limitations on distribution and secure storage, subject to final approval of the Chief of Police or designee.

I. Computer Records and Reports

1. The Department maintains many of its records and reports in its computer systems and the provisions of this directive apply.

4.17.4 CITIZEN REPORTING AND MANAGEMENT

A. Access to Online Reporting

1. Citizens can access the online reporting through the City of Topeka official website Online Reporting System.

B. Online Reporting

1. This service is intended only for minor, non-felony crimes that occurred in the City of Topeka when the suspect information is not available;
2. The following can be reported online:
 - a. Property damage under \$1,000 without suspect information;
 - b. Theft under \$1,500 without suspect information (excluding vehicles and firearms);
 - c. Supplemental report to add information to an existing report (excluding fire arms).

TOPEKA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

4.17 POLICE REPORTS AND MANAGEMENT

C. Required Information to be provided. The following information must be provided by the citizen:

1. Full name, phone number and email;
2. Approximate date and time of the incident;
3. Approximate location where the incident occurred;
4. Description of property including color, serial number, make or manufacturer and model, if known; and
5. Approximate value of the property.

D. Completion of the Report

1. The citizen will see "Your report has been successfully received and the temporary tracking number is". This means the online report has been received by the Topeka Police Department for review and is pending approval.
2. Reports are automatically assigned a temporary report number. This will not be assigned as the official report number.
3. All submitted reports will be reviewed and citizens may need to be contacted if further information is needed.
4. Reports may be rejected if they do not meet online reporting requirements. Citizens will receive email notification and a reason for the rejection.
5. Approved reports are issued a permanent case number

E. Rejected Reports and Reports Requiring Follow-Up

1. When reports are rejected the reviewer will provide an explanation to the citizen and if necessary direct them to other numbers or resources.
2. Filing a false police report is a crime under KSA 21- 5904.