

Report Preparation

317.1 REPORTS PURPOSE AND SCOPE

Report preparation is a requirement for all members. The purpose of reports is to document sufficient information to refresh the member'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.

317.1.1 REPORT PREPARATION

Members should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned member 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.

Handwritten documents must be prepared legibly. If the report / document is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit. Members who generate reports on computers are subject to all requirements of this policy.

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. Members shall not suppress, conceal, or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

317.2 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 report completions delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

317.3 REPORT IS NUMBERS

1. IS numbers assigned to members will be used on all reports, logs, and official documents.
2. Using this number, all reports and other material submitted by any member will be placed in the computer by IS number and will thereafter be readily indexed.

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317.4 REPORT WRITING CRITERIA

1. Reports will be accurate, objective, factual, and complete. Based on the knowledge available to the reporting deputy, the reports will answer the who, where, what, when, how, and why of the incident.
2. Reports will be written in first person (I), past tense, active voice.
 - a. Reports will be written in Standard English and be grammatically correct.
 - b. Jargon, including 10-code and car numbers, will not be used.
3. Military time will be used. (Midnight is 2400).
4. Identify people in headings by last name first. Identify people in the report narrative by their last name (Smith) instead of a number (suspect #2). When necessary, add a first name or title to distinguish individuals with the same last name.
5. Arrange the report logically, usually in chronological order.
6. Use a separate paragraph for each activity or investigative step.
7. Describe behavior instead of characterizing them. Avoid assumptions about why a person behaved in a certain way.
8. Label opinions and conclusions as such.
 - a. Avoid including other peace officer's opinions in your report.
 - b. Sensitive information and opinions and conclusions not intended for public information will be reported in Follow-up Reports, rather than Initial Reports.
9. Descriptions of evidence and property in Department custody will include size, color, shape, etc., but not composition. (Example: A yellow woman's ring with clear stone, size 5).
10. List a value for all found, stolen, recovered, or damaged property.
 - a. When appropriate, have the victim estimate the loss value.

317.4.1 PROTECTING PERSONAL IDENTIFIERS

1. Members will ensure that all personal identifiers in their control are kept confidential and secure and are not used for any purpose other than a bona fide government necessity. Personal identifiers include an individual's home address, home telephone number, personal cellular telephone number, Social Security number, birth date, race, ethnicity, driver's license number, and any financial identification numbers, including but not limited to bank account numbers and credit card numbers.

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2. Members will properly dispose or store personal notebooks, pads of paper, or any other item used to collect personal identifiers. Proper disposal shall include shredding of paper products, or the permanent deletion of information stored on electronic devices.

317.5 REPORT STATUS CLASSIFICATIONS

1. **Active / Open** – A crime or activity requiring police response has been reported but no final disposition has been made.

2. **Inactive** – No final disposition can be made but no further investigation is warranted by presently known information, or a warrant is issued but not served. (An inactive case is not closed, and may be re-opened upon discovery of additional information, or service of an arrest warrant.)

3. **Closed / Arrest** – To close an incident report as an arrest (adult), it must be a physical booking into jail, a summons issued, or a citation issued. The electronic filing of charges or a warrant issued is not considered an arrest. In the case of juveniles, an arrest occurs when a juvenile is booked into detention, or a juvenile citation is issued.

a. If a warrant is served, and it is an original UPD case, then a supplemental report should be written on the original general offense report. This ensures the original case is closed as an arrest.

4. **Closed / Warrant Issued** – Charges Filed. The case is completed, and charges have been filed or a warrant has been issued; however, the offender cannot be located and has not been physically taken into custody.

5. **Exceptional Clearance** – Incidents can be cleared by exceptional means when some element beyond law enforcement control precludes a physical arrest. Exceptional clearances can be made and should be reported if the following criteria are met:

a. The investigation must have clearly and definitely established the identity of at least one offender, and

b. Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender, and

c. Exact location of the suspect is known, and

d. There must be a reason outside the control of law enforcement which prevents the arrests. Such as:

i. death of an offender

ii. prosecution declined to file charges

iii. extradition denied

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iv. victim refuses to cooperate

v. Juvenile / no custody

Note: The recovery of property does not clear a case.

6. **Closed / Completed** – A non-criminal police activity case is finished, and no further police activity is required.

7. **Unfounded** – Upon police investigation, a reported crime, or attempted crime is determined to be false or baseless.

317.6 REPORT SUBMISSION

1. All reports will be submitted by computer, except for hand-written forms and other documents which should be submitted for scanning. Medical Documents created and maintained by any medical facility necessary for any case will be uploaded into Evidence.com only, not into RMS.

2. Written Witness statement forms must be submitted to Records to be scanned into RMS as part of the General Offense report. Statements can either be logged and placed in precinct report boxes or personally submitted to Records. The original statement will be archived by Records.

3. Except as specifically provided for in this Manual, all reports shall be submitted by the end of the shift in which the activity to be reported occurred.

317.7 REPORT REVIEW

1. Supervisors are responsible for the accuracy and completeness of all reports submitted by subordinates.

2. Supervisors will review the reports in their work queue daily, verifying that they are accurate and complete. Deficient reports shall be returned to the member indicating what corrections are needed.

3. Originating members shall ensure any report returned for correction is processed within 24 hours.

4. Reports meeting supervisory approval and department expectations will be approved and forwarded to records.

317.8 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return the report to the member stating the reasons for rejection, for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

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317.9 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Technical Services Division 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 Technical Services Division may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

317.10 TACTICAL GROUPS REQUIRED REPORTING

This is a mandatory reporting requirement under UCA 77-7-8.5 for “Reportable Incidents”, i.e. Tactical Deployments and Forced Entry Warrant Services.

317.10.1 DEFINITIONS

Reportable Incident means:

- The deployment of a tactical group; or
- Law enforcement officers who serve a search warrant after using forcible entry.
- “Reportable Incident” does not mean a forced cell entry at a corrections facility.

Tactical Group means:

- A special unit, within a law enforcement agency, specifically trained and equipped to respond to critical, high-risk situation.

317.10.2 REPORTING REQUIREMENT

On or after January 1, 2015, every state, county, municipal, or other law enforcement agency shall annually on or before April 30 report to the Commission on Criminal and Juvenile Justice the following information for the previous calendar year:

- Whether the law enforcement agency conducted one or more reportable incidents;

The following information shall be collected regarding each reportable incident:

- The organizational title of the agency, task force, or tactical group deployed;
- The city, county, and zip code of the location where the reportable incident occurred;
- The reason for the deployment;
- The type of warrant obtained; if any;
- If a threat assessment was completed;
- If a warrant was obtained, the name of the judge or magistrate who authorized the warrant;
- The number of arrests made, if any;
- If any evidence was seized

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- If any property was seized, other than property that was seized as evidence;
- If forcible entry was made;
- If a firearm was discharged by a law enforcement officer, and, if so, approximately how many shots were fired by each officer;
- If a weapon was brandished by a person other than the law enforcement officers;
- If a weapon was used by a person against the law enforcement officers and, if a firearm was used, the approximate number of shots fired by the person;
- The identity of any law enforcement agencies that participated or provided resources for the deployment;
- If a person or domestic animal was injured or killed by a law enforcement officer; and
- If a law enforcement officer was injured or killed; and
- The number of arrest warrants served that required a forced entry as provided by UCA 77-7-8 and were not served in conjunction with a search warrant that resulted in a reportable incident.

If a warrant is served by a multijurisdictional team of law enforcement officers, the reporting requirement in this section shall be the responsibility of the commanding agency or governing authority of the multijurisdictional team.

The Commission on Criminal and Juvenile Justice shall develop a standardized format that each law enforcement agency shall use in reporting the date required.

A law enforcement agency shall:

- (a) Compile the data described for each year as a report in the format required; and
- (b) Submit the report to:
 1. The Commission on Criminal and Juvenile Justice; and
 2. The local governing body of the jurisdiction served by the law enforcement agency.

317.10.3 PROCEDURE

The case agent of any investigation resulting in an operation conducting a “Reportable Incident” shall complete the standard form and submit it as a supplement to the General Offense Report. The supervisor of the case agent shall be responsible to ensure the standard form has been completed and submitted.

The Technical Services Division shall be responsible for reporting annually the department-wide “Reportable Incidents” to the Commission on Criminal and Juvenile Justice in compliance with UCA 77-7-8.5.