

**East Lansing Police Department
Policy & Procedure**

Subject: FIELD REPORTING SYSTEM	ELPD Policy #: 100-15
Effective Date: Revised Date:	Distribution: All Personnel
MACP Accreditation Standard : Field Reporting System	MACP Standard: 1.8.3

I. PURPOSE

To Provide a uniform policy for all typed or dictated reports, by establishing a procedure for completing the report and submitting it for review.

II. POLICY

All crime reports prepared and submitted by members of the East Lansing Police Department shall be written using headings. Headings will vary depending upon the type of incident. Examples of appropriate headings are as follows:

Date / Time
Dispatch Information
Officer's Observations
Victim's Statement
Suspect's Statement Etc.

Headings shall be utilized to make information easily accessible to the reader. The author of the report has discretion as to what headings are appropriate depending upon the incident being investigated and the essential elements.

All police reports shall contain the basic elements of the offense and should be completed in a clear and concise format. Reports shall include all necessary information including the: who, what, where, when, how and why.

Each person mentioned in the narrative of the report should be listed in the People tab. All possible phone numbers, such as cellular phone and work phone numbers should be obtained from all persons. If there are no phone numbers available, then this should be noted in the report. It is imperative that daytime phone numbers and other alternate contact numbers are requested from victims, complainants, witnesses, etc. E-mail addresses should be obtained if available.

All police reports shall be written in the first person with the officer using words "I" and "me." This will help alleviate any confusion on the part of the reader.

Certain calls for service that are non-criminal in nature may be completed as a Computer Aided dispatch (CAD) call. CAD call notes should contain basic

information and the reason for a CAD notation (example = “verbal argument, no crime CAD notes only”) If an officer is unsure if the report should be completed as a CAD call, he/she should consult their supervisor.

All police report narratives shall be typed or dictated. In the event of an in-custody weekend or holiday, or any other time in which immediate dictation services would not be available, the officers shall type their reports.

Proper spelling, grammar and punctuation shall be utilized in all police reports. Police reports found to have improper spelling, grammar or punctuation shall be returned by a supervisor for correction.

III. PROCEDURE

A. Original Reports

Employees shall complete all original police reports in SRMS and submit for workflow by the end of their scheduled shift. If there are extenuating circumstances where it is not possible to complete the report prior to the end of shift, a supervisor shall be notified and may give approval to hold the report until the following shift.

A completed original report includes creating a case folder in SRMS and dictating or typing the narrative of the report. Where applicable all the appropriate forms (Impounds report, OWI, Warrant Requests, Witness lists, etc.) shall be turned in or emailed to the Records Bureau to be added to the SRMS Case file.

Additional case procedures including but not limited to LEIN entries and packaging and submission of evidence shall also be required prior to the end of the employee's duty day.

B. Supplemental reports

Supplemental reports, documenting follow up activity or additional information on original reports, shall be completed as soon as possible. If there are extenuating circumstances where it is not possible to complete the supplemental report prior to the end of shift, a supervisor shall be notified and may give approval to hold the report until the following shift.

C. Holding reports / timeliness of reports

In some circumstances it may be conducive for investigation purposes, thoroughness, or other reasons that a report be held by an officer or

detective. If an officer or detective wishes to hold a report, they must clear such requests with their supervisor prior to the end of their duty shift.

D. Supervisor Duties

The duty supervisor should consider all factors prior to authorizing a report being held. These include but are not limited to, nature of the report, need for further follow up, and officers return to duty date.

It shall be the responsibility of the on-duty supervisor to review all submitted reports for the required content as outlined in this policy. The supervisor shall approve and, if necessary, assign the report to the appropriate unit or to return the report back to the officer for correction. (i.e. Investigations, Records). This is accomplished by using the workflow feature in the SRMS reporting system.

IV. CANCELLATIONS

None

Authorized By:



Kim Johnson, Chief of Police

8/2/2022

Date