
	<u>SUBJECT</u>  <b>POLICE REPORT REVIEW AND ACCOUNTABILITY</b>		<u>NUMBER</u>  <b>402/36</b>
	<b>EFFECTIVE DATE:</b>  <b>08-26-09</b>	<b>AMENDS:</b>  <b>07-10-08</b>	<b>RESCINDS:</b>
<b>DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical</b>		<b>REFERENCES:</b> <b>CALEA 82.2.1 thru 82.2.5</b> <b>IACLEA 82.2.1 thru 82.2.5 / TPCFA</b>	

**.10 INTRODUCTION**


- A. It is the responsibility of every officer to ensure that all police reports are completed in an accurate, detailed, and timely manner, and are accounted for at the end of each shift.
- B. This procedure will serve to establish accountability at every level in the report process as it applies to the reporting of police activities and incidents/offenses investigated by the police.

**.20 RESPONSIBILITIES**

- A. Every officer will have the responsibility of ensuring that they prepare reports of all police calls for service unless an [N – Code](#) is approved in lieu of a written report.
- B. Officers **will not be** excused from duty unless all reports have been prepared and approved by a supervisor. The only exception to this is the absence of the officer’s Shift Supervisor on the weekend or due to leave during the normal work week. In these cases the Chief of Police, if available, will be contacted and requested to review the report.
- C. Shift Supervisors have the responsibility of ensuring:
  - 1. Every report prepared by officers under their supervision meets report writing standards to include that;
    - a) The proper report form is utilized with all required supplemental forms and attachments;
    - b) All blocks are filled in properly in accordance with the report writing guide;

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- c) Details including the proper elements of an offense and probable cause are present, if appropriate; and
  - d) [Correct grammar, punctuation, and spelling are within acceptable limits.](#)
2. Every report is prepared and approved as soon as practical after the call for service is completed;
  3. The [N – Code](#) system is applied without compromise and in accordance with policy;
  4. A kick back notice will be sent to officers who are off duty for reports needing additional work.
  5. Review the list of issued case numbers before the end of the shift for officers assigned to the shift, and verify that a report has been written and submitted for each case number assigned.
  6. If a report is not written, verify that supervisory approval has been given to [N – Code](#) the call.
  7. Ensuring that call for service assignments requiring written reports are distributed as evenly as possible to avoid overtime situations. (This may require that Shift Supervisors assume an equal share of the caseload themselves.)
- D. Deputy Chiefs have the responsibility of ensuring:
1. Every officer under their command is trained in report writing procedures and maintains an acceptable proficiency level;

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2. That the on line report writing guides are reviewed by all officers under their command and recommendations for updating as needed are made:
3. Shift Supervisors under their command;
  - a. Follow established procedures for writing reports concerning their assigned calls for service;
  - b. Approve reports written by their subordinates as soon as practical after the report is written;
  - c. Kick back notices are prepared for all reports returned to off – duty officers for correction and copies are maintained for future reference;
  - d. Perform on – going remedial training with officers showing a deficiency in report writing skills to maintain report writing proficiency.
  - e. That all reports that are missing, returned as incomplete, or needing correction are followed up by himself or the Shift Supervisor as soon as possible and that the report(s) are submitted or corrected on the first day an officer is available for duty;
  - f. That officers submitting overtime for report writing utilized available on – duty time and do not exceed what is appropriate for the amount of work produced.

**.30 PROCEDURES**


- A. Officers are responsible for preparing written reports for all calls for service assigned to them.

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- B. This includes reports generated as a result of a reporting person contacting them in the field and officer self initiated activities and includes off duty situations where the member becomes involved in police action situations. Types of reports prepared include, but are not limited to accident reports, information reports, offense reports, supplemental reports, property receipts, DWI case reports, citations, warning citations, vehicle impoundment sheets and officer's daily activity sheets.
- C. Officers may utilize the [N-Code](#) reporting procedure for calls for service that are specifically identified under that procedure.
- D. Officers will not distort or misrepresent the facts of an incident in any way to make an N-Code applicable when the actual circumstances of the incident would have required a written report.
- E. Officers will prepare written reports as soon as practical after completing a call for service or self initiated activity. Officers will prepare all report forms in accordance with the report instruction guide.
- F. If a patrol supervisor is on duty, the supervisor will be contacted for report approval.
- G. The reviewing supervisor will ensure that the report is submitted correctly, that all blocks are filled in, the narrative meets report writing standards, and that it is complete, to include all supplemental attachments. Reports needing correction will be kicked back to the officer immediately and corrections made as prior to the officer being relieved from duty.
- H. Supervisors will not excuse an officer from duty until all reports have been completed and approved.

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- I. If a patrol supervisor is not on-duty at the time the report is written, the report will still be completed prior to leaving.
- J. Approved offense reports will be immediately processed by the Deputy Chief of Administration.
- L. Consideration is given to the heavy caseload of criminal investigators. However, criminal investigators assuming report responsibility of an incident or offense will complete the report no later than the 3<sup>rd</sup> working day after the incident or offense, including the day the case number was generated. (Example: case number generated on Monday, report due on Wednesday).
- M. In detailed offenses, the criminal investigator will only be required to submit a report comparable to the reports required of patrol officers, thereby eliminating the need to resolve an investigation in the three (3) day time limit.
- N. If problems are found with approved reports, a Crimestar email will be sent to the approving Shift Supervisor for remedy. The approving Shift Supervisor may chose to fix the report himself if the error is minor in nature or the report may be kicked back to the assigned Patrol Officer for corrective action.
- O. If returned to a supervisor the report will be corrected in accordance with .30 G. of this section.
- P. If it is determined that the report is still incorrect after being sent for correction once, the report will be returned to the appropriate Deputy Chief of Police. Additionally, a copy of the kick back message will be forwarded to the appropriate Deputy Chief of Police for review.

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- Q. Under no circumstances will hard copy report forms needing correction be retained by officers and stored in briefcases, lockers, and patrol cars or taken home. All reports returned for correction will be corrected, approved, and returned to the Communications Division at the beginning of the shift. If an officer needs to consult with a supervisor prior to correcting a report, the report will be retained in the officer's mailbox in the patrol office. There will be no exceptions to this section and no overriding authority is allowed.