

Report Preparation

322.1 PURPOSE AND SCOPE

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer'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.

322.1.1 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee 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 reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees 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. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

322.1.2 REPORT ASSIGNMENT

- (a) SHASCOM shall be responsible for making original assignments as soon as possible after receipt of a report and shall notify the officer(s)/CSO(s) assigned. The assigned officer(s)/CSO(s) shall give prompt attention to the case so assigned. Officers/CSO(s) can also request a call for service by self-assigning.
- (b) Field activity assignments may be altered by supervisory personnel when reassignment is determined to be in the Department's and/or community's best interest.
- (c) Felony offenses shall be the responsibility of the Investigations Division for purposes of continuing investigation. Exceptions to this may include
 1. Felony traffic-related offenses,
 2. Stolen/embezzled vehicle investigations,
 3. Felony investigations where the officer/CSO has requested or is assigned to complete the follow-up with supervisory approval.

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- (d) Requests by appropriate personnel or other agencies for records assistance shall be assigned to the Services Unit. If such requests should require outside investigation, follow-up, or a report, an officer/CSO shall be assigned.
- (e) No original report shall be assigned to a Police Records Technician (PRT) of the Services Unit. A supplement may be completed by a PRT concerning serialized property.
- (f) When an item of digital evidence is brought to the front counter for an officer (DVD or photos ONLY) the PRT may complete a supplemental property form and book the item into property.

322.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

322.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a report includes:

- (a) All arrests
- (b) All felony crimes
- (c) Non-Felony incidents involving threats or stalking behavior
- (d) Situations covered by a separate policy, include:
 - 1. Use of Force Policy
 - 2. Domestic Violence Policy
 - 3. Child Abuse Policy
 - 4. Adult Abuse Policy
 - 5. Hate Crimes Policy
 - 6. Suspicious Activity Reporting Policy
- (e) All misdemeanor crimes

A log report may be completed by the initial officer/CSO on misdemeanor crimes if none of the following factors are present:

- (a) Additional follow-up is needed.
- (b) There are identifiable suspect(s) and/or suspect leads.
- (c) There is identifiable property stolen or recovered.
- (d) The crime involves Domestic Violence or a violation of a court-ordered restraining or protective order.
- (e) Hate crime.

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- (f) Indecent exposure/obscene exhibition.
- (g) Any other types of crime for which reporting are mandated by statute.
- (h) At the direction of the field supervisor.

The Redding Police Department will no longer investigate calls for service in the following categories:

- (a) Child custody court order violations.
- (b) Overdue vehicle complaints.
- (c) Incurable juveniles, unless there is associated violence.
- (d) Extra patrols (unless required by a supervisor).
- (e) Found property with a value of less than \$100, unless it contains ID such as driver's license, credit cards, etc.
- (f) Civil advice on none-criminal matters.

322.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

- (a) Any use of force against any person by a member of this department (see the Use of Force Policy)
- (b) Any firearm discharge (see the Firearms Policy)
- (c) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)
- (d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy
- (e) All protective custody detentions
- (f) Suspicious incidents that may place the public or others at risk
- (g) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

322.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigations Policy. The handling officer shall notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

- (a) Sudden or accidental deaths.
- (b) Suicides.
- (c) Homicide or suspected homicide.

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- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

322.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee.

322.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of a drug overdose
- (b) Attempted suicide
- (c) The injury is major/serious, whereas death could result
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event
- (e) The injury occurred on City property (ensure Risk Management is notified)

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

322.2.6 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The Records Division shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

322.2.7 ONLINE REPORTING (COPLOGIC)

Reports that may be submitted by the public via online or other self-completed reporting processes include:

- (a) Abandoned vehicles.
- (b) Fraudulent use of a credit card
- (c) Harassment using an electronic device
- (d) Identity theft
- (e) Lost property
- (f) Non-injury assault/battery
- (g) Theft
- (h) Theft from a vehicle (including locked vehicles)
- (i) Theft of credit card
- (j) Theft of mail
- (k) Trash dumping
- (l) Vandalism - excluding graffiti

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(m) Violation of Court Order

The reviewing supervisor will review the report and import approved report in the Online Reporting System queue in a timely manner. If the citizen report was misclassified, the reviewer will classify the report according to the elements of the offense described by the citizen. The reviewing supervisor will refrain from making grammatical corrections to the citizen's report unless they are minor in nature.

If there is a question as to the report's content, the reviewer should attempt to telephone contact with the citizen or send an email using the "system follow-up" function.

If the incident was minor in nature and occurred in another jurisdiction and the citizen is a resident of Redding the report may be reclassified as an outside assist and approved.

If the reviewer rejects the report, the reason for the rejection will be appropriately noted in the rejection box, which sent via email to the citizen a duplicate to a Department storage mailbox. If the report does not meet the online reporting criteria, the reviewer shall print the report, reject the report, and state in the rejection box that an officer will contact them. The supervisor should assign the report to an officer and have a case number created through SHASCOM.

Officers at the scene of one of the above incidents shall not refer the reporting party to an alternate means of reporting. Officers may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).

322.3 GENERAL POLICY OF 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 reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

No officer/CSO shall fail to submit any report at the end of his tour of duty without the supervisor's approval. No officer/CSO shall hold any reports over during their scheduled days off, except for an unusual circumstance and only with a supervisor's approval.

322.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports where an arrest is made or when there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for department consistency.

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322.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

322.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete the Report Correction form stating the reasons for rejection. The original report and the correction form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

322.5 REPORT CHANGES OR ALTERATIONS

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

322.6 ELECTRONIC SIGNATURES

The Redding Police Department has established an electronic signature procedure for use by all employees of the Redding Police Department. The Field Operations Division Commander shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique, confidential password for his/her electronic signature.

- Employees may only use their electronic signature for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

322.7 REPORT ROUTING--CRIMINAL COMPLAINT

The report review officer or supervisor shall, when approving a report that is to be routed to the Shasta County District Attorney's Office, complete the electronic criminal complaint form.