

## **GENERAL ORDER 82.4.1**

### **Report Manual**

**GENERAL ORDER CROSS-REFERENCE: 42.2.1, 82.4.2**

### **SUMMARY**

This is the Department's report writing manual.

### **DISCUSSION**

The purpose of this policy is to encourage a comprehensive reporting system which records maintains and disseminates information on actions taken by law enforcement personnel.

### **POLICY**

#### **I**

A report shall be made of crimes or significant events that require documentation

A record shall be made of actions taken by law enforcement personnel whether in response to a request for service or for self-initiated actions. If two or more persons report the same incident, only one case report may be required.

#### **II**

Reports made as a result of section I above shall include the following information: date and time of the initial report; name (if available) of the citizen making the report, or victim's or complainant's name; nature of the incident; and nature, date, and time of action taken (if any) by law enforcement personnel.

#### **III**

This Department utilizes the "one-write" reporting process. The initial report is the copy to be distributed and processed.

#### **IV**

Reports submitted by a member shall be reviewed and approved by a supervisor before being forwarded to the Records Unit for processing.

Supervisors shall review, take necessary corrective action, and approve or deny reports submitted to them. All corrective action should be taken at the earliest opportunity. Members should submit completed reports to a supervisor at the earliest opportunity - usually at or before

the completion of a shift. A member who submits a late report not reviewed by his supervisor at the end of the shift shall obtain supervisor approval to pend the report.. With supervisor approval, certain reports may be pended. .

All reports approved as correct shall be forwarded to the Records Unit for appropriate distribution.

All reports requiring correction shall be returned to the originating member..

## V

It is expected that all words in a report shall be properly spelled, especially proper names, articles, brands, locations, the proper listing of serial numbers and phone numbers.

Reports shall be accurate, objectively reflecting the facts of each incident, the results of the member's investigation, and any subsequent action taken. Reports shall not include the writer's opinion. Reports must also contain reference to the disposition of any property or evidence taken into custody, the results of records searches, uninvestigated leads, witnesses, and statements.

The narrative portion of reports shall be written in the first person from the perspective of the writer. It must be clear to whom or to what pronouns (he, she, you, they, etc) refer.

The quality of a report is never directly related to its length, but more precisely to whether it is complete, understandable, brief and accurate in portraying the incident being reported. Simple, easy to understand words and phrases should be used. Use exact quotes when taking direct statements. It is important that both the writer and the reader understand the report. Enclose quotes in quotation marks.

The details or narrative portion of the report should be segmented into paragraphs, each dealing with a single or central theme or subject. Long, complicated sentences should be avoided.

Improper punctuation can drastically affect the meaning of a report. Overuse of commas creates sentences that are long and easily misunderstood.

Slang terminology shall not be used except in direct quotes.

Margin headings are used to add clarity to the report. This margin heading information requires a very structured control. It is the responsibility of the reporting member to know and to follow the structural guidelines required when using margin heading codes and information.

The following codes may be used as necessary:

A/Arrested: Refers to a person taken into custody for an offense. This includes the custody of juveniles.

B/Cited: Refers to a person issued a citation for a traffic offense, but not taken into physical custody (ROR'ed" - released on their own recognizance).

C/Complainant: Refers to the person who makes the complaint for action or information.

D/Dual: Refers to a person who is both the complainant and the victim of a particular incident.

H/Non-Criminal Hold: Refers to a person taken into physical custody on a non-criminal hold (E.G., DETOX OR MENTAL HOLD).

IO/Involved: Any person about whom there is information or who may lend more information to a report of an incident but could not be contacted at the time of the investigation.

L/Legal Owner: Any legal owner of property; business or personal.

ME/Mentioned: Involved but not victim, witness, arrested, etc.

M/Cited (MISDEMEANANT): Refers to a person issued a misdemeanor citation for an offense but not taken into custody.

O/Operator: The operator or driver of any vehicle.

P/Parent: Any parent or legal guardian of a juvenile.

RO/Registered Owner: The registered owner of a motor vehicle as listed with the State Division of Motor Vehicles.

S/Suspect: The person to whom justifiable suspicion is directed regarding any offense.

T/Contacted: Any person contacted regarding an incident who is not otherwise coded.

V/Victim: A person or business that is the victim of an incident, action or complaint.

W/Witness: A person who has seen or knows, from personal presence or direct cognizance, information regarding an incident.

Y/Wanted: A person who is wanted by this or another agency and who this Department has the legal justification to take into custody, (INCLUDES OUT OF CONTROL AND RUNAWAY JUVENILES).

AV/Abandoned Vehicle: Refers to an abandoned vehicle.

EV/Evidence Vehicle: A vehicle which this Department has seized as evidence and will use as evidence in a criminal proceeding.

IV/Involved Vehicle: Any other vehicle which is necessary to include in an incident or action that is not coded otherwise.

SV/Stolen Vehicle: Any vehicle which has been unlawfully removed from the direct control of the rightful owner or person in legal control of the vehicle at the time it was taken.

VV/Victim Vehicle: Any vehicle which is the direct object of an act or incident resulting in possible or confirmed damage to the vehicle.

AP/Abandoned Property: Property which has been abandoned and for which this Department can find no legal owner.

E/Evidence: Property which this Department has seized and will maintain custody of, for the purpose of presenting it as evidence in a criminal proceeding.

IP/Involved Property: Property which is necessary to include in an incident or action which is not otherwise coded.

**RP/Recovered Property:**

Property previously stolen which comes into the custody or control of this Department. Includes stolen property returned to the rightful owner.

**SP/Stolen Property:**

Property unlawfully removed from the control of possession of the rightful owner.

**DP/Damaged Property:**

Property which was damaged as a result of the incident being reported.

**AI/Additional Information:**

Used to update or add to information already provided such as: additional stolen and recovered property; numbers in general (serial, model, license plate); person descriptions or information, and addresses.

**AO/Assisting officer:**

Lists additional officers involved.

**CIT/Citations Issued:**

Used to list the misdemeanor or uniform traffic citation information for citations issued, showing the person cited and released - shows citation number.

**IS/Injuries Sustained:**

Used to list the personal injuries sustained in a given incident or action.

**PT/Photographs Taken:**

Used to list, by number, photographs taken during an investigation.

**RC/Related Cases:**

Used to refer to other cases, by case number and incident title, when those cases related to the incident are currently under investigation.

## VI

### COMMON REPORT ELEMENTS

#### **NARRATIVES:**

The narrative provides essential information not otherwise indicated in the report. Each narrative shall begin with the following information in order:

SOURCE OF ACTIVITY - the basis for the call/observation

OFFICER OBSERVATIONS AND INVESTIGATION - actions taken upon arrival.

ARREST/CUSTODY - actions taken during arrest and/or custody. Shall include probable cause to arrest if not previously listed above.

BOOKING - actions taken in booking the arrestee.

DISPOSITION - incident closure and specific routing instructions.

## VII

### INCIDENT/CUSTODY REPORTS

The incident module shall be used for all reports. The arrest module is required when the subject is taken into custody or protective hold.

In the case of a non-criminal incident, the report shall list an offense that best describes the nature of the incident (e.g., Suicide, death investigation, , runaway, mental subject, lost or found property, , etc.).

## VIII

### ARREST REPORT

The arrest module will be completed whenever a member takes actual physical custody of a suspect and charges the person with the commission of a crime, or initiates a non-criminal hold. This also includes those situations when juveniles are taken into custody for any reason. Except for Animal Control Violations, a custody report will be completed any time a

misdemeanant citation is issued in lieu of physical custody for any violation of the Oregon Revised Statutes or any violation of City of Springfield Ordinances.

Persons lodged in the Lane County Adult Corrections facility will be photographed and fingerprinted by corrections facility staff. Members need not photograph or fingerprint persons taken into custody unless such information is needed for an investigation, required by investigators or as directed by a supervisor.

A separate arrest module shall be completed for each person taken into custody, or when there is a warrant arrest in conjunction with probable cause charges. Only one narrative is required in the case of multiple arrests for the same incident.

If a juvenile is taken into custody, indicate in the incident narrative who notified the parent or guardian of the custody situation, and the date and time of notification.

If the person is arrested on a warrant, enter the warrant number and court in the Warrant/Summons # field on Page 2 of the Offense Screen in the arrest module.

## **IX**

### **SUPPLEMENTAL REPORT**

A supplemental report may be used as an additional report when an assisting officer prepares a separate report outlining their involvement in an incident at the same time as the original incident report. Supplemental reports may be prepared by any member of the Department to submit relevant information. A supplemental report can be used to document the disposition of the report, involved party statements, or general information reported after the initial incident.

Example: Member A investigates a burglary and prepares the incident report. Member B assists Member A by interviewing a witness and prepares an additional report pertaining to that interview.

## **X**

### **EVIDENCE/PROPERTY**

The Property & Evidence Voucher is to be completed when a Department member takes possession of evidence or property. .

If a Department member uses a paper Evidence/Property Report form, the appropriate box in the title section of the form must be checked to indicate whether the report pertains to evidence or property.

The evidence/property report is a four-part NCR paper form. It must be completed with a ballpoint pen, pressing firmly to ensure that all four copies are legible.

- A. The white copy is the original file copy and shall be submitted to the supervisor for approval.
- B. The canary copy is a receipt and is issued to the person from whom the property was received in accordance with ORS 133.595.
- C. The pink and manila (HARD) copies are to be submitted to the property controller along with the evidence or property seized.
- D. In the case of an impounded vehicle, the white copy will be submitted to the reviewing supervisor. The canary copy will be given to the owner/operator of the vehicle, if available; otherwise, it is submitted with the white copy. The pink copy will be given to the tow truck operator who takes custody of the vehicle, and the manilla copy will be submitted to Records.

#### General Instructions

- 1. When the evidence/property form is used to report an impounded vehicle and the property listing section is used for the vehicle inventory, no other property or evidence may be listed on the same page. Check the box "Inventory Listing" along the left margin.

When evidence or property is removed from the vehicle and submitted to the property controller, it must be listed on a separate page. The appropriate box in section #35 must also be checked.

#### Heading Section

Personnel initiating evidence or property reports must be sure to check any related reports that are to accompany or are associated with this report.

- 1. Title or the type of incident or criminal offense (INCIDENT).
- 2. Location where the incident occurred (INCIDENT LOCATION).
- 3. Springfield P.D. case number (CASE #).
- 4. Date the report was taken (REPORTED DATE).



5. Time the report was taken (TIME).
6. Date the evidence/property was impounded (IMPD. DATE).
7. Time or day the member took actual custody of the evidence or property (TIME).
8. Area: Reporting district assigned.
9. Source: Method of taking the report - phone, dispatcher, counter.

#### Evidence Processing

10. Check the proper box to indicate processing instructions (EVIDENCE).
11. Use this space to explain the instructions in #10 more clearly or to list other processing instructions such as blood typing, paint comparisons, etc. If extensive instructions are required, such as a request for numerous tests, the narrative section should be used (EVIDENCE). If the item may be subject to forfeiture enter "Forfeiture" in this block.
12. Check for processing of suspected controlled substances (EVIDENCE).
13. If items are submitted for analysis and a particular substance is suspected, indicate what you suspect the substance to be (EVIDENCE).

#### Vehicle Information

14. If the vehicle is a recovered stolen, check the box if it is an SPD case. If so, the case number used in the heading shall reflect the original stolen report. If it is an outside agency stolen, list the agency that has the stolen report in the space marked "Other Agency." (TOWED VEHICLE.)
15. Safekeeping Tows: Check the box indicating the reason for impounding the vehicle (TOWED VEHICLE.)
16. List the location from which the vehicle was towed (TOWED VEHICLE).
17. List the name of the towing company that took custody of the vehicle (TOWED VEHICLE).
18. List the location where the vehicle was towed to (TOWED VEHICLE).
19. The tow truck operator must sign the face page of the report before leaving the scene with the vehicle. Spaces #15-26 and #35 shall be completed before the tow operator signs it (TOWED VEHICLE).

20. Amount of tow bill.
21. Other agencies' case numbers.
22. List the citation number (TOWED VEHICLE).
23. Vehicle identification number (TOWED VEHICLE).
24. List the vehicle's approximate value (TOWED VEHICLE).
25. Color of vehicle (TOWED VEHICLE).
26. List the mileage reading from the odometer (TOWED VEHICLE).
- 27.-34.  
License and vehicle description: Complete according to the instructions of the vehicles section located on page 55 of this manual (TOWED VEHICLE).
- 35.-36.  
Notification of owner: List the date, time and name of the notifying person (TOWED VEHICLE).
37. Check the boxes for all of the special features that apply explaining, if necessary, in the narrative (TOWED VEHICLE).

Persons (38.-49.)

When the owner of evidence or property is known, he/she shall always be listed.

The legal owner shall always be listed except in instances involving a vehicle. The registered owner shall be listed for vehicles unless the member knows that the RO has sold the vehicle and it has not been reregistered. Then the new legal owner shall be listed.

When evidence is submitted for processing, the suspect's name must be listed if known. It is also useful to include the name of the victim, if space allows. If one of the persons listed qualifies for more than one heading, mark all headings that apply. Example: If the victim is also the owner of the evidence or property, mark both "V" and "R/L" by placing an "X" in the appropriate squares before each name.

Persons shall be listed in the spaces provided according to the following priority:

1. Owner (R/L)
2. Suspect (S)

3. Victim (V)
4. Complainant (C)

### Property Listing

Each item shall be numbered and the quantity listed. More than one line per item may be used if necessary.

50. General description of the item such as television, necklace, etc. (ITEM).
51. If the item has a serial number, list it here (SER. NO.).
52. Brand name such as Craftsman, Motorola, IBM, etc. (BRAND).
53. Model/size/color: Include the information in the listed order, if available.
54. If the item has an inscription other than a serial number, such as a driver's license, name, or other identifying information, list it here (INSCR.).
55. List the estimated value of the item using a current market value (VALUE).

### Property Controller

This section is to ensure that the evidence or property can be accurately tracked through the system and accounted for until final disposition by the Department.

56. Name and ID number of the member originally taking custody of the evidence or property (IMPOUNDING MEMBER).

#### 57.-59. (SHADED)

In the event that the impounding member must transfer evidence or property to another member prior to releasing or submitting the items to the property controller indicate the time and date of the transfer and the name of the second member. The second member must then either release the items or submit them for storage. These boxes are shaded because it is anticipated they will be used rarely, if ever.

60. The date the evidence/property was submitted or released.
61. The time evidence/property was submitted or released.
62. Check the box if the evidence/property was submitted to the property controller.

If not, specify where it has been secured.

- 63. Check yes or no if person advised of finders law.
- 64. Signature of the person to whom the property was released (RELEASED TO:).
- 65. Supervisory approval block.

66.-75.

To be filled out by the property controller. Each time the property changes hands (TO THE LAB, TO THE COURT, ETC.) it must be logged in this section and the person receiving it must sign his name as acknowledgment of accepting responsibility for the custody, care and control of such item(S).

The narrative section of the form is to be used for any additional comments by the member or property controller concerning the evidence/property.

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Richard L. Lewis  
Chief of Police