



# Clayton County Police Department PROCEDURES

Subject <b>FIELD REPORTING</b>		Procedure # <b>D9</b>	
Authorizing Signature 	Effective <b>04-03-2018</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended (see below) <input type="checkbox"/> Rescinds	Total Pages <b>11</b>

## I. PURPOSE

The purpose of this policy is to establish procedures for the initiation, completion, review, correction and approval of all departmental reports and forms, and the supervisory referral of reports for further investigation or follow up.

## II. POLICY [CALEA 82.2.2]

A. Officers shall complete a report for the following circumstances:

1. Citizen reports and/or allegations of crimes;
2. Citizen complaints (civil or criminal) in which the citizen requests a report;
3. Dispatched, assigned or self-initiated calls or investigations by officers that involve:
  - a. An arrest;
  - b. A search of a person or property;
  - c. The physical detainment of a person;
  - d. A juvenile being deemed a 'child in need of services,' as defined by OCGA § 15-11-2 et. seq.;
  - e. The seizure of evidence;

- f. The recovery of lost, mislaid or stolen property;
- g. The intentional physical contact between an officer and a citizen, regardless of who initiated the physical contact;
- h. Civil matters or disturbances between parties (i.e., property disputes; non-criminal arguments and/or confrontations; incidents involving court orders; etc.) which would establish a history, pattern and/or potential pattern of behavior, to be used as evidence during future investigations; and/or
- i. Departmental personnel assisting another agency with an investigation. However, the sole act of determining the jurisdiction of an incident for reporting purposes does not establish that investigative assistance was provided.

The aforementioned list applies to all calls or investigations, including those resulting in non-criminal cases as well as traffic stops where no Uniform Traffic Citation (UTC) was issued.

- 4. There are other departmental standard operating procedures which require the completion of a report for certain incident types (e.g., domestic disturbances; family violence; hate crimes; motor vehicle accidents; etc.) that fall into a category listed above.

In addition, other departmental standard operating procedures require that certain circumstances, actions and/or effort be documented within the corresponding report(s) and/or case file(s) (e.g.; interviews and interrogations; vehicle impounds; etc.).

- 5. The mere lack of identifying information (e.g., make, model, serial number, vehicle identification number, license plate number, etc.) for property reported as lost and/or stolen does not alleviate the requirement for an *Incident Report*. Officers shall complete *Incident Reports* for those alleged incidents or crimes and instruct the complainant and/or victim to contact the Department to update the corresponding reports, using the same case number, when the identifying information is available.
- B. Depending on the circumstances of a call or investigation, more than one report or form may be required to properly document the incident.
  - C. If two (2) or more persons report the same incident, only one report shall be completed.
  - D. For case continuity, assisting officers may be required to complete *Supplemental Reports*, using the same case number utilized by the primary reporting officer for the incident and/or investigation, to document their actions, efforts or findings. In addition, each assisting officer will complete a

*Supplemental Report* at the request of the primary reporting or investigating officer, or the instruction of a supervisor.

### III. DEPARTMENTAL REPORTS & FORMS [CALEA 82.2.1(b)]

Departmental reports and/or forms authorized for use by departmental personnel for field reporting purposes include, but are not limited to, the following:

Arrest/Booking Report (ABR): Utilized to record the arrest data of an offender at the time of booking.

Consent to Search Person Form: Utilized when obtaining consent from a person to search his/her person.

Consent to Search Property Form: Utilized when obtaining consent from the owner, or responsible person, to search the owner's, or responsible person's property.

County Parking Citation: Utilized by sworn personnel as a civil action to enforce County ordinances and State laws regarding parking.

Daily Activity Report & Radio Log (Daily Logbook): Utilized by non-administrative personnel to record initiated, completed and/or conducted daily activities throughout a month, and account for the time invested or spent on those activities.

DUI Arrest Report: Utilized to document an arrest for driving under the influence (DUI) of alcohol or drugs; actions taken by personnel; all parties involved; vehicle(s) involved.

DUI Arrest Report Supplemental: Utilized to continue a DUI Arrest Report, as needed.

Evidence Submission Form (Property Receipt): Utilized to document and log all evidence and/or property recovered or found by departmental personnel.

Gang Member Interview Form: Used to record information from or about subjects during field interviews conducted by officers; information on vice, drugs or organized crime; and forwarded to the Criminal Investigations Division (CID).

Family Violence Incident Report: Used only to document allegation(s) and/or incidents of family violence; actions taken by personnel; all parties (i.e., complainants, victims, witnesses, suspects, offenders, etc.) involved; descriptions of property (i.e., lost, stolen, recovered, found, etc.), including model and serial numbers, if known; and statements and investigative leads. See *Appendix A* of this procedure for the authorized *Family Violence Incident Report*.

Fingerprint Comparison Request Form: Utilized to request the comparison of a person's known fingerprints with latent prints.

Incident Report: Used to document any incident (i.e., criminal, non-criminal, etc.), except family violence; actions taken by personnel; all parties (i.e., complainants, victims, witnesses, suspects, offenders, etc.) involved; descriptions of property (i.e., lost, stolen, recovered, found, etc.), including model and serial numbers, if known; and statements and investigative leads. See *Appendix B* of this procedure for the authorized *Incident Report*.

Interpreter Services Waiver Form (for Hearing-Impaired Persons): Utilized for, but prior to, the interview of a hearing-impaired person who is entitled to an interpreter and agrees to waive the need for an interpreter.

Juvenile Complaint: Completed when a juvenile is arrested and/or charged for the commission of a delinquent act, regardless of detainment at a juvenile detention facility.

Miranda Rights Waiver Form: Utilized for, but prior to, the custodial interrogation of a suspect.

Motor Vehicle Accident Report: Utilized for the reporting of motor vehicle accidents that occur on the roadways, streets, and highways of the State of Georgia, and on private property; accessible through the Georgia Electronic Accident Reporting System (GEARS).

Owner Notification (Blue Sheet): Utilized when a stolen vehicle is recovered, or an abandoned vehicle is impounded, to notify the registered owner of his/her vehicle's current location.

Robbery Suspect Supplemental: Utilized during the initial investigation and report of a robbery to document the descriptions of the robbery suspect(s).

Statement Form: Used to record the statements of individuals.

Supplemental-Freeform Report: Utilized to continue an Incident Report narrative, as needed, or to add other information to a report or case file that was not originally included. See *Appendix C* of this procedure for the authorized *Supplemental Report*.

Supplemental-Persons Report: Utilized to document additional or confidential parties involved in an incident; additional narrative or pertinent information about parties involved; and the relationship of parties involved. See *Appendix D* of this procedure for the authorized *Supplemental-Persons Report*.

Supplemental-Property Report: Utilized to document additional evidence and/or property that was not included in the initial Incident Report; descriptions and estimated values of additional evidence and/or property; and to list an additional vehicle. See *Appendix E* of this procedure for the authorized *Supplemental-Property Report*.

Unauthorized Alarm Card: Utilized to document the response of departmental personnel to a location due to a security alarm (silent or audible); and left in a conspicuous place for the property owner or responsible person.

Uniform Traffic Citation (UTC): Utilized to document driver and/or offender data information from traffic violations and criminal offenses for which charge(s) and/or arrest(s) were made by sworn personnel; and issued to drivers and/or offenders as a summons to appear in court.

Vehicle Inventory Form (Impound Sheet): Utilized during vehicle inventory searches by sworn personnel, in preparation of impounding a vehicle, to document the vehicle information and evidence and/or property located or removed from the vehicle.

#### **IV. GENERATING CAD & CASE NUMBERS**

##### **A. Computer-Aided Dispatch (CAD) System Numbering (Event ID Numbers)**

Refer to procedure *A9: Radio Communications*. The assignment of an Event ID number to any incident, request for service and/or police self-initiated activity does not indicate that an *Incident Report* or form was initiated and/or completed, or that a departmental case number was requested.

##### **B. Case Numbering System [CALEA 82.2.3]**

1. Each departmental case number assigned is unique and generated sequentially. The first two (2) digits of a case number indicate the year the incident occurred (e.g., "13" indicates the year of 2013; etc.). The last (6) six digits indicate the sequential number of an incident.

A case number associates and/or links all related reports, supplemental reports, documentation and forms to the primary reporting personnel, a particular incident and a specified incident location.

2. A case number shall not be requested unless the correct Clayton County Police Department Signal and the exact incident location (e.g., exact physical address; intersecting cross streets; etc.) are known and provided to or verified with E911/Communications personnel.

E911/Communications personnel are responsible for ensuring that the correct signal and exact incident location are reflected on CAD, when updated by sworn personnel.

- a. Reporting personnel will make every effort to determine and/or establish the exact incident location for the incident being reported.
- b. Reporting personnel are prohibited from using the physical address of Clayton County Police Department Headquarters, any precinct or

other departmental facility as an incident location, unless the incident being reported actually occurred on that premises.

The only exception to this restriction is when investigative personnel (e.g., Narcotics Division, Criminal Investigations Division, etc.), or any other personnel approved by a concerned supervisor to do so, use one of those addresses to maintain the integrity and confidentiality of an investigation.

3. Upon the request of reporting departmental personnel, or a concerned supervisor, a case number will be generated and assigned by E911/Communications personnel to any incident, call for service or other police-related activity for the purpose of completing any departmental report and/or form(s).

## **V. COMPLETION, SUBMISSION & REVIEW OF REPORTS [CALEA 82.2.1(d)]**

### **A. Primary Reporting Officer**

Generally, the first responding officer to an incident shall be the primary reporting and/or investigating officer. He/she is responsible for the documentation of the incident and the completion the initial *Incident Report*.

### **B. Taking of Reports by Telephone, Mail or Email**

1. Officers assigned to a Watch Office, Tele-Serve Unit or other desk duty are authorized to take requests for reports over the telephone, but only if the type of incident does not require an officer to be dispatched to the scene (e.g., report of missing person and/or runaway; return of missing person and/or runaway; etc.), and if the report will not interfere with the officer's primary duties or responsibilities at that time.
2. A request received by mail or email for an incident report will only be accepted and honored under exigent circumstances in which the complainant or victim is unable to make contact with an officer in person and the type of incident does not require an officer to be dispatched to the scene. Requests of this type will be forwarded to the concerned Shift and/or Unit Commander for disposition or assignment.

### **C. Completion of Reports & Forms**

1. Required Information on All Reports and/or Forms [CALEA 82.2.1(c)]
  - a. All departmental reports and forms requiring the reporting personnel's name and/or signature, depending on the report or form, also requires personnel to include his/her employee number adjacent to, or in the immediate area of, his/her name and/or signature. The name and/or employee number shall be legible.

- b. Reporting personnel are responsible for ensuring that the correct and exact incident location is listed in CAD and is reflected on the corresponding Incident Report and/or form(s).
- c. Because reports and/or forms become public record, departmental personnel are prohibited from using Clayton County Police Signals & Codes and slang on any report and/or form, in any data field or in the narrative. The narrative will be written in Standard English.

The only exception to this restriction is when reporting personnel are quoting someone or something relevant to the investigation being reported.

- d. Information required on all submitted reports (e.g. *Incident Reports, Use of Force Reports, Vehicle Pursuit Reports, etc.*) shall specifically include the following, as applicable:

- 1) Corresponding case number;
- 2) Type of incident and/or crime(s) alleged or committed;
- 3) Incident date(s) and time(s);
- 4) Exact incident location (e.g., exact and complete address; specified intersecting cross streets; etc.);
- 5) All known identification and contact information for all parties (e.g., complainants, offenders, victims, witnesses, and/or suspects, etc.) involved, including children; and parties, including children, who are on scene at the time of the incident and/or during the on-scene presence of reporting departmental personnel, regardless of whether or not they provided formal or informal statements or information;

The identification information of confidential parties will not be listed within the public portion of any report and/or form. Such identification information will be listed on a *Supplemental-Persons Report* and marked as confidential.

- 6) All known vehicle information, if applicable;
- 7) Listing of evidence and/or property (i.e., seized, stolen, recovered or found, etc.), if applicable, to include detailed descriptions of each; and

- 8) Value of each item or article of recovered and/or stolen property, if applicable, and the total value(s) of all recovered and stolen property.
- 9) All applicable data fields and/or Uniform Crime Reporting (UCR) blocks shall be completed on all reports and forms. Those data fields and/or UCR blocks include, but are not limited to, Number of Weapons and Type; Total Number Arrested; GCIC Entry; If Burglary, Was Entry Forced; etc.

## 2. Narrative

- a. All reports taken and completed by any departmental personnel shall contain sufficient information in the narrative that, if a crime has been committed, establishes probable cause for that crime, or incident, or communicates the nature, action and results of any call for service and/or investigation.
- b. The narrative of a report and/or form objectively presents facts about what was experienced, observed and/or performed during a call, incident or investigation. The information contained in the narrative will become public record and may be used for future follow-up investigations and/or as evidence in court.

The narrative must be clear and factual, display correct spelling and punctuation, and be organized in a manner that is understandable.

- c. The narrative must include the following:
  - 1) Identification of the incident location, date(s) and time(s) of the incident;
  - 2) What emergency equipment (e.g., lights, siren, or both, etc.) was utilized during the officer(s) response, if applicable;
  - 3) Circumstances and/or evidence in support of, or in contradiction to, the elements of the crime or incident alleged;
  - 4) Circumstances and/or manner, and by whom, any and all evidence was discovered, found, collected or seized;
  - 5) Identification of, and information provided by, all parties involved (e.g., complainants, offenders, victims, witnesses, suspects, etc.), including children, when applicable;

Confidential parties will not be identified by name within the public portion of any report and/or form narrative. Their identities will be



kept confidential in a *Supplemental-Persons Report* and marked as confidential.

- 6) The actions and efforts of the primary reporting officer;
- 7) The actions and efforts of assisting officers;
- 8) Any and all details (i.e., weapon identification and descriptions; identification and description of items requiring NCIC/GCIC entries; etc.) which corroborate the information in any applicable data field(s) and/or UCR block(s); and
- 9) Any other pertinent information necessary for the proper documentation of a call, incident or investigation.

### 3. Statements

- a. Information obtained from verbal or written statements made by any party (e.g., complainant, offender, victim, witness, suspect, etc.) must be accurately reflected in the narrative of any related report. The reporting officer is prohibited from only referencing a party's written statement.

Any reporting officer who obtains a verbal or written statement from an individual the officer previously obtained a statement from will ensure that the more recent verbal or written statement accurately reflects what was previously stated by the individual. Any discrepancies shall be addressed with the individual the moment a discrepancy is discovered.

- b. Departmental personnel will attempt to obtain a statement from each party involved, each party on scene at the time of the incident, and/or any parties who are alleged or claim to have knowledge pertinent to the investigation.
- c. Departmental personnel will attempt to obtain a written statement from each party (e.g., complainants, offenders, suspects, victims, witnesses, etc.), who provide information pertinent to the investigation and/or resolution of an allegation, case or incident.
- d. The decision to obtain a written statement from a juvenile will be on a case-by-case basis and is dependent upon the abilities of the juvenile in question.

See also procedure *A10: Juvenile Procedures*, regarding statements and/or written statements obtained from juveniles.

#### D. Submission of Reports & Forms for Review, Approval & Corrections

1. The immediate supervisor(s) of the reporting personnel is/are authorized to review and approve submitted reports and/or forms. Only through the direct coordination between supervisors of different shifts and/or units, not by or through non-supervisory personnel, shall there be an exception.
2. Supervisors will review reports and/or forms for neatness, clarity, accuracy and content. Supervisors shall not approve any reports and/or forms that fail to meet departmental standards. Any report and/or form deemed insufficient, or lacks the minimum necessary information, will not be approved and will be returned to the reporting personnel for immediate correction(s).
3. Each report, related documentation and corrections, if necessary, shall be completed by the reporting personnel, and reviewed and approved by an authorized supervisor, before the end of the reporting personnel's tour of duty, and before regularly-scheduled off-days, planned leave (e.g., annual leave; pre-planned sick leave; etc.) and/or training day(s). Any extensions beyond those deadlines will require unique or special circumstances, be considered on a case-by-case basis, and must be pre-approved by a concerned supervisor.
4. The reviewing supervisor shall ensure that each field report reflects the correct departmental Clearance Code, if applicable.

Refer to standard operating procedure *D4: Criminal Investigations, Appendix B: CCPD Clearance & Closure Codes* for all departmental Clearance Codes. Closure Codes are reserved for CID supervisors only.

5. During the review of any field report(s) (e.g., *Incident Report, Supplemental Report*, etc.), the reviewing supervisor shall determine the need for further investigation or follow up by a specialized unit and/or personnel and answer the question, 'Supervisory Referral?' by marking the appropriate 'Yes' or 'No' check box on the corresponding field report.

Exception: *Motor Vehicle Accident Reports* have their own procedures regarding their completion, submission, review, correction and approval. However, this exception does not affect the supervisors' review of reports and/or forms for neatness, clarity, accuracy and content, or referral, if needed.

#### E. Motor Vehicle Accident Reports

Refer to procedure *D42: Traffic Enforcement* regarding the completion, submission, review, correction and approval of *Motor Vehicle Accident Reports*.

## **VI. DAILY LOGBOOK**

- A. A *Daily Logbook* shall be obtained, utilized and completed by non-administrative personnel for each month of a calendar year. Personnel shall complete all applicable data fields for the corresponding date tab in the *Daily Logbook* during each tour of duty. Personnel shall include all daily activities to include, but not limited to, all law enforcement duties (i.e., time in court; follow-up investigations; report writing; surveillance; etc.), all leave (i.e., annual; military; sick; holiday; etc.), all off days, any served suspensions, all training, etc.
- B. As with any other departmental report and/or form, before the end of each tour of duty (daily), personnel shall email the updated *Daily Logbook* to the following email address: [log.sheet@claytoncountyga.gov](mailto:log.sheet@claytoncountyga.gov)

Each month, the completed *Daily Logbook* shall be emailed to the same email address by 1000 hours on the 1<sup>st</sup> date of the following month. For example, the completed *Daily Logbook* from June 2014 must be emailed by July 1, 2014, at 1000 hours.

- C. Supervisors are responsible for ensuring the general accuracy and timely submission of *Daily Logbooks* completed and submitted by their personnel.

## **VII. DEPARTMENTAL MEMORANDUM**

Departmental personnel utilize memoranda for a variety of reasons, as needed or directed. Departmental memoranda are considered to be official departmental documentation, and like all departmental reports and forms, requires the name and employee number of the author. In addition, when completing and submitting departmental memoranda, the authoring personnel are required to either initial or sign by their typed names. The initials and/or signature shall be handwritten.

## **VIII. CANCELLATIONS**

This procedure rescinds and supersedes the following standard operating procedure:

*D9: Field Reporting*, dated November 29, 2016.