I. POLICY

All non-traffic collision police reports shall be taken and processed pursuant to this policy. Traffic collision reports will be taken and processed pursuant to PP 2.25-C.

II. PROCEDURE

A. Report Writing - Non Collision

1. Reporting Member Responsibility

   a. Reports that Shall be Completed by End-of-Watch

      Unless exempted by other Departmental policy, the following types of reports must be completed and reviewed prior to the member’s end-of-watch on the day reported:

      1. Missing person reports, including runaway reports taken pursuant to PP 2.23-A.
      2. Hate crime/incident reports taken pursuant to 2.18-C.
      3. Reports requiring immediate follow up by the Investigations Division.
      4. Child abuse, child neglect, or sexual assault cases taken pursuant to PP 2.13-C.
      5. Domestic violence reports taken pursuant to PP 2.14-A.
      6. Reports involving politically sensitive incidents.
      7. Reports where a probable cause pick-up has been authorized by the Watch Commander pursuant to PP 3.02-A.
      8. Arrest reports.
      9. Admin Per Se form used in arrests/detentions for driving under the influence.
      10. Any case where a use-of-force has occurred or an arrest has been made for 148 PC-resisting arrest, 69 PC-Resisting with violence, 243(b) PC-battery on a police officer or in any case where an officer was injured at the hand of another. A preliminary review by the Watch-Commander shall occur prior to the officer going off-duty.

   b. To facilitate timely report review, members shall notify a supervisor, on the radio if necessary, as soon as the above reports are completed.

   c. All Other Reports.

      With supervisor approval, reports not completed and reviewed the shift where they are taken must be completed the following work-shift, as specified below.
d. TBC Requirements

Any report to be completed later (TBC), must have a completed RIMS face sheet, including all information relating to involved parties entered into RIMS prior to the end-of-watch.

1. Prior to the end-of-watch, a synopsis shall be written in the narrative field providing sufficient information to the reader as to determine an overview of what happened in the case. This information can be used to provide information to the press in a timely manner. The supervisor who approved the TBC report shall be named in the synopsis.

2. The following work-shift, the member shall promptly complete the report, unless there is express permission from a supervisor for holding the case for longer period of time. Express permission can only be granted where additional follow up must be completed in order to properly classify the case or do a preliminary disposition. It is the intent of this policy to have completed RIMS face sheets reviewed as soon as possible after the report is taken. Supervisors can direct that follow-up be done from “work copies”.

3. With supervisor approval, reports taken at or near the end of shift on the member’s last work day in the work-week, which do not require completion by end-of-watch as specified above, may be held over the member’s regular days off. A report held over days off requires a completed RIMS face sheet and detailed synopsis, as specified above.

4. All members who write reports are required to check their RIMS report queue at or near the beginning and end of each shift to make corrections on any report returned by a reviewing supervisor. It is the intent of this policy to have corrections completed as soon as possible to ensure timely completion and review of the final report.

2. Supervisor/Manager Responsibilities

a. Supervisors will monitor the reports taken throughout their shift and work-week to ensure employees properly manage report writing time. Supervisors may direct beat calls be assigned to a cover officer, as needed, to allow beat officers time to complete reports.

b. Supervisors should inquire as to the status of any report taken early in the shift which is not yet completed. If multiple supervisors are working, the Watch Commander shall be responsible for ensuring this is done.

c. The on-duty supervisors are tasked with the responsibility of reviewing all completed reports in the pending RIMS report queue.

d. A supervisor may not review their own report. It must be reviewed by an uninvolved supervisor/manager.

e. A Division Commander or higher shall complete the final review for reports specified in A.1.a.10. above. The supervisor doing the initial review is responsible for timely notifying a Division Commander or higher that a case is ready for their review.

f. All completed reports shall be reviewed prior to the end-of-watch on the last day of the scheduled work-week for each shift. It is the intent of this section that all reports which cannot be held over the weekend with a TBC, will be completed and/or corrected prior to any member leaving for their scheduled days off.

g. If the case is ready for RIMS approval, the Supervisor/Manager will, if appropriate, forward the case to Investigations by checking the “Forward this case to..."
In the “Investigations” box during the approval process. If the case is not ready for approval the Supervisor will add the case to the Investigations case log manually.

3. Records & Communication Division Responsibilities

Records- Records shall complete the District Attorney’s Adult Complaint form for any arrest report or case sent to the District Attorney for criminal charging. A CORI must be included for applicable cases. In-custody reports shall be submitted electronically to the District Attorney’s Office immediately.

B. Department of Motor Vehicles Admin Per Se (DS 367).

Any Admin Per Se form shall be completed during the shift in which the arrest/detention took place. The arresting/issuing officer is responsible for:

1. Scanning the entire admin per se form into the RIMS report package as an attachment.
2. Mailing the original pages 1 and 2, and the white copy of page 3 to the Department of Motor Vehicles. (Note: Pre-printed mailing labels and envelopes can be found in the forms box in the patrol report writing area.)
3. Placing the officer’s copy of the form in the scanned documents basket in the Watch Commander’s office.

Darren Pytel
Police Chief

Created:
10/99

Revised:
5/04 report writing section added
2/06: DUI Admin. Per Se routing added.
3/07 All RIMS updated procedures added
06/17: changes to when TBC allowed and certain reports reviewed by manager
04/18: changes to when TBC allowed and certain reports reviewed by manager

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