

DIRECTIVE 82.2 FIELD REPORTING AND MANAGEMENT

Issue Date: 05/28/2020	By Order of Chief of Police
Rescinds: (Issue: 03/04/2019)	CALEA Standards
Pages: 5	Referenced: 82.2.1; 82.2.2; 82.2.3; 82.2.4 & 82.2.5

This directive consists of the following sections:

- 82.2.1 Field Reporting System**
- 82.2.2 Reporting Requirements**
- 82.2.3 Case Numbering System**
- 82.2.4 Report Distribution**
- 82.2.5 Reports by Phone, Mail or Internet**

POLICY AND PROCEDURE:

The central police records function of the Miami Township Police Department is important to the effective delivery of law enforcement services. This directive addresses those records functions that are basic to meeting the management, operational and information needs of the department.

82.2.1 Field Reporting System

Guidelines for when Reports Must Be Written

Each incident dispatched or initiated in the field shall be documented with a report. The report may be in hard copy format or entered through the Mobile Data Computer (MDC) system utilizing the in-house records management software. In some instances, officers may choose to forgo a report if responding to an EMS or patrol request where citizen contact or officer involvement is not required. The incident will, however, be documented on officer's shift activity sheet.

Forms to be Used in Field Reporting

Field Reports and forms, when used versus computerized data entry may include:

- NIBRS (National Incident Based Reporting System) Offense/Incident Report
- NIBRS Supplemental Investigation Reports - Those forms necessary to accurately and/or completely document an incident or provide information as required by law or department procedure.
- Criminal Summons – Summonses shall be on State of Ohio summons forms.

- Death Reports
- Private Property Traffic Crash Reports – Private Property Crashes shall be taken on Private Property Crash forms.
- Traffic Citation Forms – Citations shall be on State of Ohio Uniform Traffic forms, warnings shall be on department issued warning forms.
- Reports Required by Other Criminal Justice Agencies i.e. Prosecutor, Detention Facility.

Information Required in Field Reports

Reports shall be entered in the computerized software or completed on the applicable form. Only those forms authorized and or supplied for use by the department shall be utilized. All information that is applicable to the incident or offense shall be entered or written onto the appropriate form.

Procedures to be Followed in Completing Field Reports

All reports and/or forms submitted will be complete and accurate.

NIBRS reporting shall be in compliance with the Ohio Uniform Incident Report Training Manual. The manual may be located at www.oibrs.ohio.gov.

Reports are to be concise and include the facts and information necessary to clearly convey to a person reading the report, the circumstances of the incident reported. The information documented in a report shall be entered or written in chronological order. Additionally, the composition and arrangement of the reports shall be such that the report shall be easily understood.

Submitting, Processing and Supervisory Review of Field Reports

All reports and/or forms should be completed prior to an officer going off-duty, unless permission has been granted to delay the completion of a report/form by the shift supervisor. In the event a delay is granted, the officer shall submit the incomplete report as is with the daily paperwork and then make a written request for return of the report for completion.

All reports/forms shall be reviewed by the shift supervisor, who shall indicate on the form his/her approval.

The officer submitting reports/forms for approval shall be responsible to correct any deficiencies found in the report by the supervisor. Should a report deficiency be found upon submission to the records clerks, the shift supervisor shall be responsible for correcting the deficiency.

After supervisory approval, any handwritten reports/forms shall be placed in the completed paperwork bin in the patrol room by the supervisor. At the end of shift, road

patrol supervisor shall deliver approved reports/forms to the Records Clerk office for processing.

Records personnel shall process all reports/forms pursuant to this directive and department procedure. Records personnel shall be responsible for the final validation and submission of NIBRS offense reports and Ohio Traffic Crash Reports. If an error is found, records personnel shall correct the error if possible. If additional information or clarification is required from the reporting officer for validation, a copy of the report shall be returned to the supervisor who approved the report with an explanation of additional information or clarification needed.

82.2.2 Reporting Requirements

Citizen Reports of Crimes

Every incident of a citizen reporting a crime shall be documented and a report shall be generated. Actions taken by the reporting officer to investigate the crime or further action needed by our agency or an outside agency shall be explained to the citizen and shall be indicated on the report

Citizen Complaints

Every incident of a citizen reporting a complaint, whether criminal or not shall be documented and a report shall be generated. Actions taken by the reporting officer to investigate the complaint or further action needed by our agency or an outside agency shall be explained to the citizen and shall be indicated on the report.

Incidents Dispatched or Assigned

Every incident dispatched or assigned shall be documented and a report shall be generated. Actions taken by the reporting officer to investigate the complaint or further action needed by our agency or an outside agency shall be explained to the citizen and shall be indicated on the report. In some instances, officers may choose to forgo a report if responding to an EMS or patrol request where citizen contact or officer involvement is not required. The incident will, however, be documented on officer's shift activity sheet.

Criminal and Noncriminal Cases Initiated by Personnel

Every incident criminal and noncriminal initiated by personnel shall be documented and a report or form shall be generated. Actions taken by the reporting officer or further action needed by our agency or an outside agency shall be indicated on the report.

Incidents Involving Arrests, Citations or Summonses

Every incident involving an arrest, issuance of a citation or summons shall be documented and a report or form documenting the event leading to the issuance of the arrest, citation or summons and the actions of the officer shall be recorded.

82.2.3 Case Numbering System

Each incident of law enforcement service which creates a record shall be assigned a unique number upon entry in the in-house computerized records management software. This number is assigned by the software program and will not be repeated. Entering personnel shall enter this unique number on all hard copy attachments to the record.

Officers who generate additional documents related to the incident shall be responsible to record the assigned number on the additional documents when such documents are submitted after the original report.

82.2.4 Report Distribution

After processing of submitted reports/forms, records personnel shall distribute originals or copies of reports or records as follows:

- Criminal Offense Reports submitted to the records section shall be scanned and distributed to the Investigations Supervisor for review and assignment, if needed. This includes all criminal offense reports submitted with a case status of 'closed' indicated.
- Incident Reports submitted to the records section with a case status of 'investigation pending' or 'follow up needed' shall be scanned and distributed to the Investigations Supervisor for review and assignment.
- Hit-skip traffic reports shall be copied and submitted to the Patrol Supervisor or designee.
- Court documents i.e. citations, summons shall be submitted to the appropriate court with a Personal Identifier Sheet. If a court document is issued with a court date of less than five days from the date of issuance, court copies shall be delivered directly to the appropriate court by the issuing officer before the end of his/her shift.
- Offense reports and any supplemental paperwork shall be submitted to the Prosecutor's Office.
- Traffic Crash Reports on an OH1 form are submitted to the Ohio Department of Public Safety electronically. Traffic Crash reports are also placed on the Miami Township website for public records access.

82.2.5 Reports by Phone, Mail or Internet

Any officer or civilian employee may take a report over the telephone that meets the criteria listed within this section. Before taking a telephone report, both of the following questions should be answered with a 'no'.

- Did the offense just occur?
- Could anything be gained by sending a police officer to make a preliminary investigation?

The following types of reports may be taken by telephone without a response required by police:

- Gasoline drive off thefts where no license plate number was obtained. This may include incidents that just occurred.
- Criminal damage reports where no suspects are observed, and the criminal damage is part of a series of offenses already reported i.e. mailbox smashing spree.
- Property damage where a report needs to be made for insurance purposes.
- Lost property.
- Conditions affecting other departments in incidents where the Township could not be held liable and does not require immediate investigation and/or attention by a police officer i.e. dead animal, defaced street sign.

Civilian employees may take telephone and on station reports that involve the status of an incident or a misdemeanor offense not requiring immediate action or follow up.

Officers having personal contact with a citizen requiring a police report will not refer the citizen to make a telephone report.

Should an incident be reported via traditional mail or email, the employee receiving such report shall document the receipt and detail the circumstances being reported on a NIBRS report form. The employee shall contact the sender, if known, and request any additional information needed. The employee will advise the sender of actions taken by the reporting employee to investigate the complaint. If further action is needed by our agency or an outside agency that shall be explained to the sender and shall be indicated on the report.