

Report Preparation

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

322.2 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if they deem it necessary or as directed 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 written report includes:

1. All arrests
2. All felony crimes
3. Non-felony incidents involving threats or stalking behavior
4. Situations covered by separate policy. These include:
 1. Use of Force Policy
 2. Domestic Violence Policy
 3. Child Abuse Policy
 4. Adult Abuse Policy
 5. Bias-Motivated Crimes Policy
 6. Suspicious Activity Reporting Policy
5. All misdemeanor crimes where the victim desires a report

Incidents that do not require a report may be documented through the use of the Computer Aided Dispatch (CAD) system in the form of electronic notes.

1. CAD notes may be used in lieu of a full report in the following type of circumstances:
 1. Minor disputes resolved by the officer in which no charges are filed. (e.g., an argument between two neighbors or minor civil disputes.)
 2. Cases of minor criminal behavior (less than class 2 misdemeanors) in which no one wants to press charges and the officer believes the issue has been resolved.

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3. Documenting any information an officer believes is beneficial in reference to a call for service or initiated activity, but does not rise to the level of requiring a report.
2. CAD notes are not used to document premise hazards, traffic accidents, officer safety information, or in lieu of FI cards for suspicious persons/activity or required warnings (e.g., noise, trespass warnings) or required reports.
3. Each relevant person involved in the incident should be listed at the beginning of the narrative by their last name, first name and date of birth.

322.2.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

- a. Any found property or found evidence.
- b. All protective custody and welfare detentions.
- c. Any time 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. Suspicious incidents that may place the public or others at risk.
- f. Any use of physical force against any person by a member of this department (see the Use of Force Policy).
- g. Any firearm discharge (see the Firearms Policy) except during approved range training.
- h. Any time a member points a firearm at any person.
- i. Any traffic accidents above the minimum reporting level (see the Traffic Accident Response and Reporting Policy).
- j. Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

322.2.3 DEATHS

Death investigations require specific investigation methods depending on circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

- a. Unattended deaths (no physician or qualified hospice care during the period immediately preceding death)
- b. Sudden or accidental deaths
- c. Suicides
- d. Homicide or suspected homicide
- e. Found dead bodies or body parts

322.2.4 CITY PERSONNEL

Incidents involving City personnel or property shall require a report when:

- a. An injury occurs that is a result of an act of a City employee or on City property.

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- b. There is damage to City property or equipment.

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. There is an attempted suicide.
- c. The injury is major or serious, where death could result.
- d. The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

322.3 REPORT CORRECTIONS

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

322.3.1 CHANGES AND ALTERATIONS

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

322.4 POLICY

It is the policy of the Louisville Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

322.5 EXPEDITIOUS REPORTING

Incomplete reports, unorganized reports, or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

322.6 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift

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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.

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. Members shall not suppress, conceal, or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

322.6.1 HANDWRITTEN OR TYPED REPORTS

County, state, and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for department consistency.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed or dictated. Members who dictate reports shall use appropriate grammar, as the content is not the responsibility of the typist.

Members who generate reports on computers are subject to all requirements of this policy.

322.6.2 ELECTRONIC SIGNATURES

The Louisville Police Department has established an electronic signature procedure for use by all members of the Louisville Police Department. The Operations Division Commander shall be responsible for maintaining the electronic signature system, ensuring that each member creates a unique, confidential password for their electronic signature. Members may only use their electronic signatures for official reports or other official communications.

Each member shall be responsible for the security and use of their electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

322.6.3 REPORT RESTRICTION

Members shall not use the term "excited delirium" in a report. Members may describe the characteristics of an individual's conduct, but shall not generally describe the individual's demeanor, conduct, or physical and mental condition at issue as "excited delirium" (CRS § 24-31-907).

322.7 ALTERNATE REPORTING FOR VICTIMS

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

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- a. Lost property.
- b. Misdemeanor thefts of property, other than firearms or materials that threaten public safety, when there is no suspect information, serial number, or ability to trace the item.
 - 1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.
- c. Misdemeanor vandalism with no suspect information and no hate crime implications.
- d. Vehicle burglaries with no suspect information or evidence.
- e. Stolen vehicle attempts with no suspect information or evidence.
- f. Annoying telephone calls with no suspect information.
- g. Identity theft without an identifiable suspect.
- h. Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.
- i. Hit-and-run vehicle accidents with no suspect or suspect vehicle.
- j. Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer the victim to online victim assistance programs (e.g., Federal Trade Commission (FTC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).

