

**DEPARTMENT GENERAL ORDER 09-09**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 05-09/05-09A  
SOP 402.07.00

DATE: May 29, 2009

---

**FIELD REPORTING MANAGEMENT SYSTEM**

I. PURPOSE.

To identify the types of field reports utilized, the correct procedures for their completion, and how such report forms are reviewed, processed, and distributed. This shall include a case file numbering system and directions as to when, and under what specific circumstances, an incident shall be documented.

II. DEFINITIONS.

Field Reports - Incident reports, accident reports, and other types of forms completed by sworn and non-sworn personnel during the normal course of duty.

III. FIELD REPORTING SYSTEM.

In addition to the responsibility for filling out various Administrative Reports and Forms, department personnel may also be required to complete a diverse number of Field Reports during the course of daily operations.

A. Required Incident Reporting

The following categories of assignments shall be documented either by a formal Incident Report, Auto Accident Report, DWI Report, Memorandum Report, Supplemental Report, or by other written/computerized data entries as circumstances require.

- 1). Citizen Reports of Crimes.
- 2). Citizen Complaints.
- 3). Incidents where an employee is dispatched to the scene.
- 4). Self-initiated criminal and non-criminal cases.
- 5). Incidents involving arrests, citations, or summonses.

B. Field Report Forms

The Police Department shall utilize only those forms which have been approved by the Chief of Police. The Investigative and Support Bureau shall be responsible to ensure that adequate supplies of all necessary forms are available for use. The types of Field Report Forms utilized by department personnel are:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| 1). Alcohol Influence Report       | 2). Applicant Investigation Form      |
| 3). Application for Search Warrant | 4). Authorization to Tow              |
| 5). Bad Check Restitution Form     | 6). Booking Sheet                     |
| 7). Cell Log                       | 8). CID Case Assignment Log           |
| 9). CID Case Lead Report Form      | 10). Citizen Complaint Receipt        |
| 11). Citizen Complaint Summary     | 12). Consent for CVSA Form            |
| 13). Continuation Form             | 14). Cooperating Individ. Pers. Info. |
| 15). Cooperating Individ, Release  | 16). Crime Scene Access Log           |
| 17). CVSA Examination Report       | 18). Domestic Violence Supplement     |
| 19). Driver Condition Report       | 20). DWI Refusal/Revocation           |

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| 21). Evidence Laboratory Form      | 22). Evidence Log Form            |
| 23). Evidence Receipt Form         | 24). Ex Parte Order Form          |
| 25). Field Interview Report        | 26). Fit for Confinement Form     |
| 27). Forfeiture Information Form   | 28). FTA Supplement Report        |
| 29). FTA Order of Release          | 30). Fugitive Arrest Report       |
| 31). Handwriting Sample Form       | 32). Incident Report Form         |
| 33). Liability Waiver Form         | 34). Memorandum Complaint Form    |
| 35). Miranda Warning Form          | 36). Moving Violation Summons     |
| 37). Municipal Bond Form           | 38). Notice of Seizure Form       |
| 39). Notice of Suspension/Revoc.   | 40). Notification of Arrest Form  |
| 41). Parking Violation Form        | 42). Permission to Search Form    |
| 43). Probable Cause Statement      | 44). Process Service Log          |
| 45). Release of Prop/Evidence Form | 46). Request for Recoupment Costs |
| 47). Supplemental Report Form      | 48). Tobacco Violation Report     |
| 49). Traffic Detail Form           | 50). Uniform Accident Report      |
| 51). Vehicle Form                  | 52). Voluntary Statement Form     |
| 53). Waiver of Prosecution Form    | 54). Warning Ticket               |
| 55). Warrant/Arrest Disposition    | 56). In-Service Training Form     |

### C. Required Information on Field Reports

The information essential to the proper completion of Field Reports may vary according to the type of incident or service being provided, but at a minimum shall include:

- 1). The date and time of the incident.

- 2). Name of complainant or victim (if available).
- 3). Nature and location of incident.
- 4). Name(s) of department personnel involved.
- 5). Type of action taken (if any).
- 6). Any other data which is deemed pertinent.

#### D. Field Report Forms Completion Procedures

Criminal incidents, arrests, vehicle accidents, accidental injuries, investigations, and certain other calls for service will routinely be documented by either a formal Incident Report or an informal Memorandum Complaint Report. General completion procedures pertinent to each (to include supplemental and other associated report forms) will be discussed as follows:

##### 1). Incident Reports

It shall be the responsibility of the officer initiating an investigation, making an arrest, or otherwise assigned to handle a call, to collect such information as may be pertinent, and to initiate an original Incident Report detailing the circumstances and individuals associated with the event.

In the compilation of an Incident Report, the following shall apply:

- a. Officers shall draw a report number and time of occurrence from the East Central Dispatch Center.
- b. Officers shall use military time (a twenty-four hour clock) throughout their report.
- c. In instances where multiple offenses are documented by a single report, officers will classify the report with the most serious offense.
- d. The victim's pedigree should be obtained for inclusion in the report. Should the information be unknown or the victim refuse to provide the information, the reporting officer will note this fact in the narrative section of the report.

- e. In the event of multiple victims, the officer shall list each victim independently, and include all appropriate pedigree information.
- f. Should the report be classified as an investigation, the reporting officer shall designate the initiating person as a “reporting party” and not a victim.
- g. Should an automobile or credit cards be stolen, the incident is an automatic felony and the report should be classified as Stealing (Felony).
- h. In the event the report documents the recovery of stolen property, the officer should list the actual owner of the property as the victim (if known); otherwise the State of Missouri should be listed as the victim.
- i. Where possible, wholesale costs should be used to determine the value of new merchandise that has been stolen. Should the victim be a retail establishment, a buyer’s name should be obtained and included in the narrative of the report.
- j. In those instances where stolen vehicles and articles may be entered into the National Crime and Information Center, the NCIC number shall be listed in the report.
- k. Should a vehicle be towed due to an arrest or other unusual circumstances, the officer will list the owner and the towing reference number.
- l. Officers will sign or initial the report, followed by their Department Serial Number (DSN).
- m. Should a report deal with a juvenile suspect, the officer may only identify the juvenile by name once in the narrative section of the report. All other references to a juvenile suspect shall be Juvenile #1, Juvenile #2, etc.
- n. Juveniles who may be a victim or witness can be referred to by name throughout the report.
- o. Officers who have taken an adult into custody will document the subject’s pedigree information. The appropriate arrest and LID numbers will be recorded on the necessary documents

and any aliases and/or street names the suspect may be using or has used in the past, will also be documented.

In the event that an officer learns that the nature of the assignment to which he has been dispatched differs from what was originally expected, the officer shall have full discretion to reclassify the Incident Report as needed. This may range from simply changing the offense classification to determining that no report is necessary (NRN).

Incident Reports shall be called into the St. Louis County CARE System with the following exceptions: 1) Auto Accident Reports, 2) FTA Reports or Supplements, 3) Towed Auto Reports, 4) Fugitive Arrest Reports, and 5) DWI Reports.

Following appropriate supervisory review, a final copy of the CARE Report is then printed at the department and stamped "Original." The above reports initially exempt from entry into the CARE System are typed or handwritten by the case officer and are later entered into the CARE System by records staff.

## 2). Supplemental Reports

Once an original Incident Report has been initiated, Supplemental Reports shall be completed in the following instances: a) an arrest is made in the case, b) additional information is received in regard to the case, and c) to document specific actions taken during follow-up investigation.

Supplemental Reports are also dictated into the CARE System by sworn uniformed personnel. Exceptions to this procedure are FTA Supplements and Supplemental Reports related to incidents entered into a Lotus RMS Reporting System which dealt with reports taken prior to 7-01-02. In these cases, the documents will be handwritten and then subsequently typed by records personnel.

Note: CID personnel are responsible for the CARE System entries dealing with both initial and supplemental reports which originate within their unit.

## 3). Memorandum Complaint Reports

In those instances where, in the judgment of the reporting officer, an incident is too minor in nature to warrant the completion of an Incident Report, the officer may elect to document the event via a Memorandum Complaint Report. There may also be instances where

a supervisor shall direct an officer to write a Memorandum Complaint Report so that the facts or information connected with the incident will be available for future reference.

In the compilation of a Memorandum Complaint Report, the following shall apply:

- a). Officers shall draw a complaint number and time of occurrence from ECDC Communications personnel and enter same in the appropriate spaces provided.
- b). Officers shall use military time.
- c). Officers shall list the complainant and the address where the incident occurred in the appropriate spaces provided.
- d). A brief synopsis of the incident shall be written in the narrative section of the form.

An officer will be expected to complete all Memorandum complaint Reports for which he or she is responsible prior to terminating their tour of duty. Memorandum Complaint Reports are not eligible to be placed on hold and must be completed prior to the end of each assigned shift.

Supervisors will review Memorandum Complaint Reports written by their subordinates and forward same to the Administrative Division.

Memorandum Reports will be held for a calendar month and then filed.

#### 4). Warrant/Arrest Disposition Reports

To preclude the closure of reports by the State of Missouri, a Warrant/Arrest Disposition Report shall be completed on every person who has been placed in a full custodial arrest, and the case in which they have been charged is submitted to state court. Such Warrant/Arrest Disposition Reports shall be submitted to the appropriate supervisor for approval and will then be forwarded to the Administrative Division for entry into the computer system.

The responsibility for the preparation of a Warrant/Arrest Disposition Report may vary depending upon the circumstances. Should a suspect(s) be developed during the original investigation, the

responsibility for completing the form shall fall to the initial reporting officer. However, should a suspect be developed during follow-up investigation, the responsibility to complete the Warrant/Arrest Disposition Report shall belong to a detective or other investigating officer.

Specific procedures for completing the above forms, and other Field Report Forms which are utilized by the Police Department, shall be contained in a manual of sample Field Report Forms. Copies of this manual will be maintained by both the Field Operations and Investigative and Support Bureaus, and shall be available to department personnel as needed.

Field Report Forms which are attached to Incident/Supplemental Reports, or are utilized independently, shall be reviewed by the appropriate supervisor or commander.

#### IV. CASE NUMBERING SYSTEM.

The computerized Call Numbering system utilized by the dispatch CAD system at ECDC shall consist of a consecutive numbering system for all calls handled by ECDC agencies. As such, call numbers for Clayton PD will not appear in consecutive order as other police agencies served by ECDC are also drawing from the system. On January 1<sup>st</sup> of each new calendar year, the year designator shall appropriately advance and the Incident Numbering system shall commence anew with the number one.

##### A. Incident Reports

Incident reports will be assigned an Incident Number which is separate from the call number. These numbers are consecutively assigned on a per agency basis and the format used shall consist of the first two numbers designating the year and then the number itself. Incident numbers will be assigned per the request of the reporting officer following a determination of whether a call requires either a report or memorandum.

##### B. Memorandum Complaint Reports

An Incident Number is drawn for Memorandum Reports in the same manner as that used for incident reports. The designation of "MEMO" for such reports will appear in the disposition column of the daily call log.

#### V. SUPERVISORY REVIEW.

Department employees shall submit completed reports to their supervisor for review. Should the report be approved, the supervisor will initial same. Incident, supplemental, and auto accident reports will then be sent to the appropriate platoon and division



commanders, who shall be responsible to review the reports and effect additional corrections. Upon approval, mid-level commanders will sign each report and relay same to the Administrative Division for processing.

Should a supervisor find fault with a report, it will be returned back to the originating employee so that the appropriate corrections and/or changes may be made. Upon completion of this process, the supervisor will then initial the report and forward it up the chain of command.

#### A. Report Hold Procedures

Officers are expected to complete all police reports for which he or she is responsible prior to terminating their assigned tour of duty. However, employees may, with supervisory approval, be permitted to place a report on "Hold" if additional data needs to be obtained or some other extenuating circumstance precludes the timely completion of the Incident Report.

Preprinted hold cards shall be attached to incomplete police reports to indicate their status.

The length of time that a report may be placed on hold shall be limited to the shortest time period possible. As such, supervisors will generally not permit a report to be placed on hold prior to a long holiday weekend or extended leave period.

### VI. SUBMISSION AND PROCESSING OF FIELD REPORTS.

Following supervisory review and approval of the various Field Reports, the reports will be submitted to the Administrative Division for processing. The Clerk Typist will then enter additional information to the generated CARE Reports as necessary. This will include LID numbers, Arrest Numbers, etc. Auto accident reports shall be entered directly into the computer system by the investigating officer utilizing the MARS Reporting Program. Upon completion of this task, those Field Report Forms which may be attached to the primary police reports shall be separated from the original report copy and placed in a file folder under the assigned case number. Hard copies of the Original Incident Reports, etc. will then be arranged in numerical order and subsequently filed for a two month period after which they shall be destroyed.

Attachments to each current year's Incident Reports, plus those from the two previous year's reports, will be maintained within the Administrative Division offices to provide for ready access by department personnel. (Should a case be deemed to be of major importance, such as a homicide, a hard copy of the report may also be included in the file). Such files shall then be rotated on annual basis with the oldest year's reports transferred to the primary records storage room located in the lower level of this agency.

The Data Analyst then categorizes the reports for UCR purposes. The Data Analyst and/or designated administrative personnel are also responsible for entering CARE Report information from handwritten reports dealing with the topics listed previously. Baseline information from auto accident and memorandum reports is also added to the CARE system by administrative staff. In addition, data from auto accident reports shall be entered into the MARS Reporting Program and an in-house statistical tracking system. All report/data processing shall occur under the supervision of the Administrative Division supervisor.

## VII. REPORT/RECORD DISTRIBUTION.

Field reports and/or records which have been processed may be distributed both internally and externally, contingent upon the type of incident which has been documented.

### A. Internal Distribution

Each original Incident, Supplemental, and Auto Accident Report shall be distributed to various platoon and division commanders for review and final approval.

### B. External Distribution

Copies of Field Reports shall be distributed to the following agencies:

- 1). St. Louis County Police Department - Incident Reports via CARE System.
- 2). State of Missouri - Auto Accident Reports/Fingerprint Cards.
- 3). Federal Bureau of Investigation - Fingerprint Cards.
- 4). St. Louis County Medical Examiner - Death Reports/Investigations.
- 5). St. Louis County Animal Control - Dog Bite Reports.
- 6). Public Works Department - Damage to City Property Reports.
- 7). Finance Department - Accidental Injury Reports on City Property.
- 8). Traffic Violations Bureau - Moving/Parking Citations.
- 9). Municipal Court - Municipal Ordinance Violation Reports.

10). St. Louis County Family Court - Juvenile Reports via CARE System.

Requests for the release of reports and records from sources other than the above shall be handled in accordance with established procedures.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB:dld