

# Carlsbad Police Department

## Policy Manual Special Order 2021-07

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*Pursuant to Carlsbad Police Department Policy 204, this Special Order becomes effective July 14, 2021.*

### **Updated Policy: Report Preparation 344**

## **Report Preparation**

### **344.1 PURPOSE AND SCOPE**

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

#### **344.1.1 REPORT PREPARATION**

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift 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. Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy. 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. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

#### **344.1.2 REPORT PENDING**

The purpose of this policy is to establish the report pending policy. In so doing, the department will assure accurate documentation in a timely manner. Generally, all reports should be completed prior to the end of each shift. If a report cannot be completed prior to the end of the shift, the reporting officer/employee must complete the basic information on the face page(s) of the crime, arrest and/or collision reports and attach all supporting documents, notes, statements, and teletypes. Written authorization of a supervisor must be obtained on the department tracking sheet each day the report is pending. Additionally, the type of incident to be pending must adhere to conditions identified below for each type of report.

(a) Reports that may not be pending are;

1. Vehicle Storage/Impound Report (CHP 180).

2. Evidence - All evidence and/or property must be properly processed and booked prior to EOS. Exceptions include:

- (a) If arrangements have been made and approved by a supervisor to release found property to an owner/responsible party. Such exceptions shall be documented in the report.
- (b) If special arrangements have been made for secure storage and approved by a supervisor. Such secure storage arrangements shall be documented in the report.

(b) Report that may be pended one day are;

- (a) Violent Felony
- (b) Series Crime
- (c) Child Abuse Incident
- (d) 314.1 PC where the victim is a minor.
- (e) 647.6 PC

(a) Conditions for above cases: Notification shall be made to the Investigations Lieutenant, COV Sergeant, General Investigations Sergeant and Family Services Sergeant via email. The notification shall give a brief description of circumstances, the case number and the location of the pended report (this should be in the watch pending basket).

(f) Traffic Collision Reports involving a fatal, major injury, city liability, and 20001 or 20002 where the suspect vehicle or other follow-up information has been located.

(a) Condition for collision reports: Notification shall be made to the Traffic Lieutenant, Traffic Sergeant, and both accident investigators via email. The notification shall give a brief description of circumstances, the case number and the location of the pended report (this should be in the watch pending basket).

(c) Reports Pended over day(s) Off

1. Generally reports will not be pended over an officer/employee's day(s) off. The following are preferred actions to the pending of a report.

(a) In certain complex cases it might be beneficial to allow an officer to go home and sleep before returning to complete the report. In such cases, the officer will decide with the Watch Commander to return within a certain time to complete their report. In those instances, the report must be reviewed and approved by a supervisor, prior to the officer leaving once the report has been completed. The officer should document the name of the Watch Commander granting permission to pend the report and the date the report is anticipated to be completed in the 'case log' in NET RMS.

(b) Officers anticipating the need to pend a report over day(s) off should advise their supervisor early in the shift to assure adequate time for review and approval.

## 344.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

### 344.2.1 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:

- (a) All arrests
- (b) All felony crimes
- (c) Non-Felony incidents involving threats or stalking behavior
- (d) 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. Hate Crimes Policy
  - 6. Suspicious Activity Reporting Policy
- (e) All misdemeanor crimes where the victim desires a report  
Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., dispatch log).

### 344.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

- (a) Anytime an officer points a firearm at any person
- (b) Any use of force against any person by a member of this department (see the Use of Force Policy)
- (c) Any firearm discharge (see the Firearms Policy)
- (d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)
- (e) Any found property or found evidence
- (f) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)
- (g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (h) All protective custody detentions
- (i) Suspicious incidents that may place the public or others at risk
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor
- (k) Any incident involving an overdose**

### 344.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigations Policy. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:

- (a) Sudden or accidental deaths.
- (b) Suicides.
- (c) Homicide or suspected homicide.
- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

### 344.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

### 344.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of drug overdose
- (b) Attempted suicide
- (c) The injury is major/serious, whereas death could result
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

### 344.2.6 MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The records division shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

## 344.3 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

### 344.3.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of reports should be typed.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for departmental consistency.

### 344.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state, and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

### 344.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return the report for correction. It shall be the responsibility of the originating to ensure that any report returned for correction is processed in a timely manner.

### 344.5 REPORT CHANGES OR ALTERATIONS

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

Williams #5021  
Mickey Williams, Acting Chief of Police

7.14.21  
Date