

St. Joseph, Missouri Police Department



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SUBJECT: Field Reporting		
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I. POLICY

Reports prepared by members are an accurate account of criminal incidents and/or activities relevant to the law enforcement function. The report may become part of an official record that is used as a basis for evaluation of what has been done or what needs to be done. Therefore, it is incumbent on each and every member of this Department to ensure that each generated report is complete and of the highest possible quality. Officers are compelled as a condition of employment to write all necessary reports; such reports are not voluntary or optional. Members shall submit reports prepared in conformance with Department General Order(s).

II. DEFINITIONS:

- A. **Call for Service:** Any request to the Department that requires the response of a member.
- B. **Handled by Officer:** No report completed per member discretion. The officer has arrived, completed all tasks that can be done, and has determined a written report is not required (See also III.C. below)
- C. **Incident:** Any documented event not covered by Offense.
- D. **Incident/Investigative Report:** The report completed by the member assigned to perform the preliminary investigation of any incident.
- E. **Offense:** Any incident involving the violation of any Municipal, State, or Federal Law.
- F. **Supplemental Report:** Reports made in addition to the primary report which contain facts and information concerning the preliminary or follow-up investigation.
- G. **Unfounded:** This classification is appropriate when there is no evidence of an incident having occurred **and there are no complainants or witnesses to contact.**

III. PROCEDURE:

A. General Reporting Requirements:

1. Every incident in one or more of the following categories will be reported by the recording of basic information in a computer dispatch record or other written report:
 - a. Citizen reports of crime;
 - b. Incidents in which a member is dispatched or assigned;
 - c. Criminal and non-criminal cases initiated by members or as a result of a citizen complaint;
 - d. Incidents involving arrests or citations.
 - e. Information regarding each item of legal process, civil and/or criminal, is recorded, and includes the following elements:
 - 1) date and time received, executed/attempted;
 - 2) type of legal process, civil or criminal;
 - 3) nature of document, address of service/attempt;
 - 4) source of document;
 - 5) name of plaintiff/complainant or name of defendant/respondent;
 - 6) officer assigned for service;
 - 7) date of assignment, method of service/reason for non-service;
 - 8) court docket number;
 - 9) date service due, disposition.
 - f. On completion of any vehicle stop.
2. All forms and reports shall be completed in a clear and concise manner providing all available and pertinent information and using a black, medium point ink pen. Reports may also be typewritten and/or completed on a computer, as long as the report is generated on a Department approved form.
3. The primary officer assigned is responsible for reports pertaining to significant events; however, all members with relevant information shall ensure that this information is documented in the appropriate report(s).

B. Report/Case Numbering System

1. When a call for service is within the Department's jurisdiction, or an Outside Agency requests assistance from the Department, an incident number shall be assigned.
2. All incidents will be assigned to a unique, sequential number generated by the Communications Center. The numbering will begin at 0000 (midnight) hours on January 1 of each year and end at 2359 hours on December 31.
 - a. Each incident number will have a prefix consisting of the numbers of the current year.
 - b. These numbers following the year prefix begin with the number **00000001** at the beginning of each calendar year, and shall be assigned consecutively.
 - c. The incident number will use the format "YYYY-NNNNNNNN", where "YYYY" is the full year and "NNNNNNNN" is the assigned consecutive number.

3. Only one report number will be assigned to each incident. Reports of related incidents may be assigned independent case numbers; however reference numbers to the original case should be included.

C. Requirements for Determining a "Handled by Officer" Disposition:

1. No reasonable belief exists that an offense or infraction has occurred. There must be no information available to the member that indicates there is a past or ongoing ordinance or statute violation.
2. Citizen satisfaction: Whenever possible, a "Handled by Officer" call-for-service should be brought to a conclusion satisfactory to ALL persons involved.
3. No further action required: There must be no indication of any further action or likely recurrence.
4. No useful information: There must be no information obtained which would serve any useful function.
5. A member may give a brief explanation to the Dispatcher why the call is being "Handled by Officer" for entry into the call's computer record.
6. **Whenever there is any doubt as to whether a written report should be made, the member shall prepare a report.**

D. Report Processing:

1. Reports shall be submitted prior to a member's end of watch, unless a Supervisor has approved delaying a report due to extenuating circumstances. The delay must not affect the availability of needed information (i.e. homicides, serious assaults, etc.). Any delay should be reported to the Records Division, along with an anticipated completion date.
2. Reports may be distributed by the Records Division and/or other appropriate personnel to the following:
 - a. City Prosecutor: When a City Ordinance has been reported and the suspect has been issued a notice to appear, arrested, or members are requesting an issuance of warrants.
 - b. County Prosecutor: When a State Statute has been reported and/or investigated and the Buchanan County Prosecuting Attorney's Office is requesting a file copy (i.e. pursuant to a suspect's arrest, arraignment, etc.).
 - c. Criminal Investigations Division Supervisor (Detectives): For investigation purposes (i.e., case assignment, additional follow-up, etc.).
 - d. Patrol Supervisor(s): When requested, for purposes of personnel evaluation, call disposition information, etc.
 - e. Traffic Division Supervisor: When an accident involves a Hit and Run, Serious Injury Accident, and/or Fatality.
 - f. Other Law Enforcement Agencies: When reports of incidents in their jurisdictions have been taken in this jurisdiction as a courtesy.

3. Supervisory Report Review:

- a. Original reports shall be reviewed by a Shift Supervisor.
- b. The member reviewing the report shall evaluate and ensure the following:

- 1) Completeness of the report and investigation (i.e., elements of the crime, probable cause, and victim/witness/suspect statements and information);
 - 2) Clarity and Organization;
 - 3) Spelling and Grammar;
 - 4) Professional Appearance (i.e. wrinkled, dirty, too much "white-out", etc.);
 - 5) Penmanship (Is the writing READABLE?) This includes the member's own signature and ID number. Members will print their name next to their signature; and
 - 6) Accuracy (Including NO ASSUMPTIONS).
- c. The Supervisor approving the report shall be identified by his/her ID number and signature or computer name stamp on the original report, indicating he/she has read and approved it. Supervisors will print their name next to their signature.
 - d. Once each report has been reviewed by the Shift Supervisor, all original reports shall be submitted to the Records Division for normal retention (See also General Order governing "Records Division").

4. Arrest and Booking Reports:

- a. An Arrest Sheet shall be completed whenever a custodial arrest occurs or when a non-traffic summons is issued (See also General Order governing "Booking Desk Operations").
- b. The arrestee's "Booking Information" will be entered into the Department's Computer System by members during processing into the Law Enforcement Center. When processed in Records, the arrestee's profile will be updated.
- c. Fingerprint cards and mug photographs are created whenever an appropriate arrestee is "processed". Fingerprint cards shall be maintained by the Records Division. Mugshots/arrest photographs shall also be maintained by the Records Division. The Records Division retains some archived mugshots.

E. Department Field Reporting Manual: Each member will be issued a St. Joseph Police Department Field Reporting Manual. The manual contains a list of all approved forms used by the Department and addresses the principle forms used by members in the field for the documentation of offenses, incidents, and/or investigations. The manual also acts as a guideline in the preparation of the same.

Chris Connally, Chief of Police

Date

St. Joseph Police Department Field Reporting Manual

I. Policy

Written reports form the official record of work performed by the St. Joseph Police Department. To assure the quality of these records, officers shall submit reports prepared in conformance with General Orders.

II. Procedure

A. General Report Requirements

1. Every incident in one or more of the following categories will be reported by the recording of basic information in a computer dispatch record or other written report:
 - a. Citizen reports of crime.
 - b. Incidents in which an employee is dispatched or assigned.
 - c. Criminal and non-criminal cases initiated by members or as a result of a citizen complaint.
 - d. Incidents involving arrests or citations.
 - e. Service or attempted service of any legal process (warrants, subpoenas, protection orders, etc.). This shall include the date and time of the activity, the officers involved in the service/attempted service, the type and source of the process (ex. felony state warrant), name of the person/s process is being executed upon, location of service/attempted service, and disposition (i.e. successful service or reason for non-service).
2. The primary officer assigned is responsible for reports pertaining to significant events, however all officers with relevant information shall ensure that this information is documented in the appropriate reports.
3. All reports shall be submitted prior to the officer's end of watch, unless a supervisor has approved delaying a report when this will not affect the availability of needed information.

B. Report Uses and Guidelines

The Following is a list of approved forms in use by the St. Joseph Police Dept.

Department Forms

FORM NAME	DIVISION	FORM NUMBER	NOTES
Prisoner Security / Meal Record	Booking	SJPD 0001	Used for Prisoner Housing
Municipal Court Information Card	Commissioned	SJPD 0002	No Longer in Use
Bond Sheet	Booking	SJPD 0003	(1p. & 1cc.)
Request for Detention Form	Commissioned	SJPD 0004	(2pp.) Use for Hospital Holds
Bond Receipt	Booking	SJPD 0005	
Anonymous / No Prosecution Desired Rape Report	Commissioned	SJPD 0006	
Task List (CTO Training)	Communications Center	SJPD 0007	(7pp.)
Daily Observation Report (CTO Training)	Communications Center	SJPD 0008	(2pp.)
Medical Release Form (Hospital)	Commissioned	SJPD 0009	
		SJPD 0010	
		SJPD 0011	
		SJPD 0012	
		SJPD 0013	
		SJPD 0014	
NAWAS Warning Point (Daily Log)	Communications Center	SJPD 0015	

Narrative Continuation (CTO Training)	Communications Center	SJPD 0016	(2pp.)
Communications Hit File	Communications Center	SJPD 0017	
No Prosecution Form	Commissioned	SJPD 0018	
		SJPD 0019	
Forged Check Complaint	Commissioned	SJPD 0020	(2pp.)
Failure to Return Rental Property	Citizens	SJPD 0021	(2pp.)
Affidavit of Forgery	Commissioned / Teleserve	SJPD 0022	
Drive Away Report	Citizens	SJPD 0023	
Medical Release Form (Physician)	Commissioned	SJPD 0024	Other than Mosaic
Police Hold Order (Pawn Shop)	Detectives	SJPD 0025	No Longer in Use
Pawn Shop Report	Detectives	SJPD 0026	No Longer in Use
Property Receipt	Commissioned	SJPD 0027	
Crime Stoppers Fact Sheet	Departmentwide	SJPD 0028	(2pp.) For TIPS Hotline Info.
Evidence Chain of Custody	Commissioned	SJPD 0029	
Evidence Log Sheet	Evidence	SJPD 0030	No Longer in Use
Bi-Weekly Evaluation (FTO Training)	Patrol	SJPD 0031	(2pp.)
End of Phase Evaluation Summary (FTO Training)	Patrol	SJPD 0032	(2pp.)
Narrative Continuation (FTO Training)	Patrol	SJPD 0033	(2pp.)
Worksheet (FTO Training)	Patrol	SJPD 0034	Effectiveness of Remedial Plan
Daily Observation Report (FTO Training)	Patrol	SJPD 0035	(2pp.)
Request for Recoupment of Funds	Patrol	SJPD 0036	DWI Testing
Financial Responsibility Form	Patrol	SJPD 0037	No Longer in Use
Field Interview Card	Patrol	SJPD 0038	No Longer in Use
Letter for Resetting Court Date	Patrol	SJPD0039	
Mobile Video Recording Log Sheet	Patrol	SJPD 0040	No Longer in Use
Mobile Video Recording Log Sheet Continuation	Patrol	SJPD 0041	No Longer in Use
Mobile Video Recording Request	Patrol	SJPD 0042	
Arrest Report	Commissioned	SJPD 0043	(2pp.)
Subject Page	Commissioned	SJPD 0044	(2pp.)
Statement Form	Commissioned	SJPD 0045	
Investigative Report Form	Commissioned	SJPD 0046	(2pp.)
Rights Waiver	Commissioned	SJPD 0047	
Application for Reimbursement	Commissioned	SJPD 0048	Damaged Uniform / Equipment
Lost / Stolen License Report	Departmentwide	SJPD 0049	No Longer in Use
Evidence Custody Continuation Report	Commissioned	SJPD 0050	
Officer's Weapon Discharge Report	Commissioned	SJPD 0051	(2pp.)
Officer's Defense / Control Report	Commissioned	SJPD 0052	(2pp.)
Physical Evidence Custody Report	Commissioned	SJPD 0053	
Consent to Search	Commissioned	SJPD 0054	
Request for Vacation or Leave	Departmentwide	SJPD 0055	In Duplicate
Rights Waiver (Spanish)	Commissioned	SJPD 0056	
Vehicle Maintenance Order	Departmentwide	SJPD 0057	
Police Vehicle Damage Report	Patrol	SJPD 0058	Roll Call Book
Offense / Incident Report	Commissioned	SJPD 0059	(2pp.)
Citizen Complaint Report	Professional Standards	SJPD 0060	Supervisor's Use
Uniform Traffic Ticket Court List	Records	SJPD 0061	List of Tickets Sent to Court
Cases & Summons' Referred to City Prosecutor	Records	SJPD 0062	
Ticket Issuance Log Sheet	Records	SJPD 0063	Ticket Book Sign-Out Log Sheet
Request for Records Check	Records	SJPD 0064	(2pp.) Individual & Employment
Fax Cover Sheet	Agencywide	SJPD 0065	Many Styles
Daily Assignment Sheet	Patrol Supervisors	SJPD 0066	No Longer in Use
Watch Residence	Commissioned	SJPD 0067	(2pp.)
Computer Service Request	Support Services	SJPD 0068	
Crime Analysis Request for Information	Support Services	SJPD 0069	No Longer in Use
Daily Field Activities Report	Patrol	SJPD 0070	No Longer in Use
Microfilm Control Sheet	Records	SJPD 0071	No Longer in Use
Daily Parking Ticket Log	Records	SJPD 0072	No Longer in Use
Probable Cause Statement	Commissioned	SJPD 0073	
Ride Along Release & Waiver	Commissioned	SJPD 0074	
Crime Victim Bill of Rights Notification Record	Detectives	SJPD 0075	
Inspection / Inventory Sheet	Patrol	SJPD 0076	No Longer in Use
Intelligence Log	Detectives	SJPD 0077	No Longer in Use
Surveillance Vehicle Usage Request	Detectives	SJPD 0078	No Longer in Use
Medical Release Letter for Prisoner	Booking	SJPD 0079	
Intelligence Distribution Sheet	Detectives	SJPD 0080	No Longer in Use
Agreement to Accept Responsibility for Intoxicated Person	Booking	SJPD 0081	

Rating-Period Performance Review	Supervisors	SJPD-0082	No Longer in Use
Evidence Disposition - Review Request (Investigator)	Evidence	SJPD 0083	
Evidence Disposition - Review Request (City Prosecutor)	Evidence	SJPD 0084	
Evidence Disposition - Review Request (State Prosecutor)	Evidence	SJPD 0085	
Firearm/Property Transfer Request	Evidence	SJPD 0086	
Supervisor Pursuit Review Form	Supervisors	SJPD 0087	(2pp.) Computer
Supervisor Assessment Form	Patrol	SJPD 0088	
Delayed Vehicle Crash Report	Patrol	SJPD 0089	
Prisoner Medication Log	Booking	SJPD 0090	
Supervisor's Monthly Vehicle Inspection Log	Patrol	SJPD 0091	
Spanish Subject Description / ID Form	Commissioned	SJPD 0092	(2pp.)
Electronic Crimes Unit Request for Examination	Commissioned	SJPD 0093	
Buchanan County Prisoner Request for Detectives	Detectives	SJPD 0094	
SJPD Request for Disposal of Property or Evidence	Evidence	SJPD 0095	
Neighborhood Canvass	Commissioned	SJPD 0096	
SJPD Taser Cartridge Reimbursement Form	Detectives / Patrol	SJPD 0097	
Report of Show-Up Identification Procedure	Patrol	SJPD 0098	(2pp.)
		SJPD 0099	
Search Warrant Threat Assessment Form	Commissioned	SJPD 0100	(3pp.)
Request for Recoupment of Funds (Computer Crimes Unit)	Detectives	SJPD 0101	Computer Crimes Unit
Line-of-Duty Death (LODD) Information	Commissioned / Booking	SJPD 0102	(5pp.)
Training Request Form	Departmentwide	SJPD 0103	
Lethality Assessment Program (LAP) Screening Form	Patrol	SJPD 0104	
Procedural Instruction Offense Report	Commissioned	N/A	
Overtime Sheet	Commissioned	N/A	
Accident Information Sheet	Commissioned	N/A	
City Ordinance Cheat Sheets	Commissioned	N/A	
Warrant Division Letter	Warrants	N/A	
Tow Sticker	Commissioned	N/A	
Money Received from SJPD from Photostat Copies	Records	SJP99-A116	No Longer in Use
Notification of Officer Unavailable for Court	Commissioned	N/A	
City Job Acknowledgement Form	Departmentwide	N/A	
City Authority for Release of Information	Departmentwide	N/A	

State Forms

MISSOURI - BUCHANAN COUNTY PROSECUTING ATTORNEY			
FORM NAME	DIVISION	FORM NUMBER	NOTES
Domestic Violence Victim Notification Form	Booking	N/A	Color Coded Blue
Submission Form	All Commissioned	N/A	
MISSOURI PUBLIC ENTITY RISK MANAGEMENT FUND			
FORM NAME	DIVISION	FORM NUMBER	NOTES
Other Than Automobile Loss Notice	Departmentwide	MO 300-0894	
Automobile Loss Notice	Departmentwide	MO 300-1142	
MISSOURI STATE DEPARTMENT OF HIGHWAY PATROL			
FORM NAME	DIVISION	FORM NUMBER	NOTES
Fingerprint Card Modification Request	All Commissioned	SHP-111A	
Missouri Uniform Crash Report	All Commissioned	SHP-2Q	(6pp.)
Criminal History Dissemination Log	Communications Center	SHP-295	No Longer in Use
Missing Person Report	All Commissioned	SHP-355D	(2pp. Yellow Form)
Vehicle Entry Form	Communications Center	SHP-406B	Color Coded Yellow
Stolen / Wanted Property Entry Form	Communications Center	SHP-407	Color Coded Pink
Wanted Person Entry Checklist	Communications Center	SHP-408C	Color Coded White
Laboratory Analysis Request	All Commissioned	SHP-411C	(2pp.)
Missing Person Entry Form	Communications Center	SHP-412B	Color Coded Blue
Wanted & Missing Supplemental	Communications Center	SHP-413	No Longer in Use
CHRI Secondary Dissemination Record	All Commissioned	SHP-432A	(1/2p.)
MISSOURI STATE DEPARTMENT OF MENTAL HEALTH			
FORM NAME	DIVISION	FORM NUMBER	NOTES
Application (96 Hour Hold)	All Commissioned	DMH 132	
List of Witnesses (96 Hour Hold)	All Commissioned	DMH 137	
Affidavit in Support of Application (96 Hour Hold)	All Commissioned	DMH 142	
MISSOURI STATE DEPARTMENT OF PUBLIC HEALTH			
FORM NAME	DIVISION	FORM NUMBER	NOTES
Alco-Sensor IV Maintenance Report	Traffic	LAB 114	

Datamaster Maintenance Report	Traffic	LAB 116	No Longer in Use
MISSOURI STATE DEPARTMENT OF REVENUE			
FORM NAME	DIVISION	FORM NUMBER	NOTES
Bill of Sale / Even-Trade Bill of Sale	All Commissioned	DOR 1957	
Notice of Suspension or Revocation	All Commissioned	DOR 2385	
Alcohol Influence Report	All Commissioned	DOR 2389	(4pp.)
Supply Order Form	Patrol Clerk	DOR 4316	
Driver Condition Report	All Commissioned	DOR 4319	(2pp.)
Refusal to Submit to Alcohol or Drug Test Revocation	All Commissioned	DOR 4323	
Report / Authorization to Tow	All Commissioned	DOR 4569	(1p. & 2cc.)
Abandoned Property Report	All Commissioned	DOR 4669	(2p.)
Notice of Sale / Transfer	All Commissioned	DOR 5049	
Request and Verification of Chemical Test	All Commissioned	N/A	No Longer in Use
MISSOURI STATE DEPARTMENT OF SOCIAL SERVICES			
FORM NAME	DIVISION	FORM NUMBER	NOTES
Death Scene Checklist for Child Fatalities	Detectives	MO 886-3228	(4pp.) Online at dss.mo.gov/stat/

Federal Forms

UNITED STATES DEPARTMENT OF JUSTICE (BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES)			
FORM NAME	DIVISION	FORM NUMBER	NOTES
Firearms Trace Submission Form	Commissioned	N/A	
UNITED STATES DEPARTMENT OF JUSTICE (BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES)			
FORM NAME	DIVISION	FORM NUMBER	NOTES
PSOB Beneficiary Designation Form	Commissioned	N/A	

Of these reports, the following field reports are the principle reports used in the documentation of offenses, incidents and investigations. Guidelines for their use and preparation are as follows;

1. Offense/Incident Report

This is the primary report used to document violation of city, state, and federal laws. All non-traffic incidents which constitute a violation of these laws, including reports for 12-hour clock domestic incidents, will be documented on this form. The exception to this will be very minor incidents which can be resolved in the field and require no further investigation. False alarms will also be documented on this form, however only boxes 1-4, the victim and responsible party's name, address and phone number, a brief narrative, and the reporting officer's name and ID number are required.

Cases involving multiple victims of the same incident (*incidents not separated by space or time*) may be documented on a single offense/incident report. However unrelated offenses discovered during the investigation of the initial incident require an additional offense/incident report and case number. An example of this would be narcotics located during a search incident to arrest for an unrelated charge. To avoid repetition in the investigative narrative section in these cases, it is acceptable to summarize the facts of the associated case and cross-reference using the appropriate case numbers.

The Offense/Incident reports are matters of public record, and thus investigative or sensitive information should be reserved for investigative reports. The Offense/ Incident and Investigative Reports are designed to accommodate the information seeking process by means of a logical progression of an investigation. The reports have a capability of generating up

to 121 separate items of information. The block numbers are for reference purposes and the block titles designate the information desired.

You will note that every effort has been made to assist you in expediting the report writing task by providing check boxes and *N/A* blocks in those areas of the report that may not apply to a given incident and/or where a check mark can be utilized to indicate a specific item of information. The following *italicized* information explains the individual sections of this report and identifies acceptable abbreviations.

a. Abbreviations:

1) Race-

- a) W for white or Caucasian*
- b) B for Black*
- c) I for American Indian*
- d) H for Hispanic*
- e) A for Asian or Pacific Islander*
- f) U for Unknown*

2) Sex-

- a) M for male*
- b) F for female*

3) Generation-

- a) I for first*
- b) II for Second*
- c) III for Third*
- d) Jr. for Junior*
- e) Sr. for Senior*

4) Streets & Roadways-

- a) AV for Avenue*
- b) BLVD for Boulevard*
- c) CR for Circle*
- d) RR for Railroad*
- e) CT for Court*
- f) DR for Drive*
- g) HWW for Highway*
- h) ALY for Alley*
- i) LA for Lane*
- j) PW for Parkway*
- k) RD for Road*
- l) PK for Park*
- m) TERR for Terrace*
- n) ST for Street*
- o) CTR for Circle*
- p) EXWY for Expressway*

5) Other-

- a) N/A for Not Applicable or Does Not Apply*
- b) S/A for Same as*
- c) UNK for Unknown*

b. Report Sections:

- 1) **Offense/Incident** - Indicate the type of incident or offense the report is being made for, e.g. Burglary, Larceny, Armed Robbery, etc. Refer to the Missouri Criminal Code and/or the City of St. Joseph Code of Ordinances for correct offense titles and elements of specific crimes. Include in this block if this is a crime of Domestic Violence, a Hate Crime, or is Gang Related (example- Assault-Domestic Violence).
- 2) **Case Number** - As assigned by the Communications Center.
- 3) **Location of Offense** - Enter the numerical address where the Offense/Incident occurred. (If the dispatch address is different than that of the Occurrence, record the dispatch location in the narrative section of the report.)
- 4) **Time/Date of Report** - Record the clock time and date the report was taken. (All times are based on 24 hour clock time.)
- 5) **Time/Date of Occurrence** - Record the clock time and date the offense occurred, a range of time if an exact time is unknown.
- 6) **Victim (Blocks 6-9)** - Enter the victim's full name, generation, personal identifiers and other information indicated. If the victim is a business enter the firm Name, address, and phone # here. The information for a juvenile victim of a sex crime should be entered in the investigative report subject section. The victim section should simply be marked "juvenile" in these instances.
- 7) **Complainant/Victim (Blocks 11-15)** - If the complainant is different from the victim, enter the complainant's full name, generation, personal identifiers and other information indicated, including the relationship to the victim. (Father, sister, aunt, friend, employee, etc.) Check N/A if not applicable to the investigation.
- 8) **Vehicle Information (Blocks 16 to 30)** -
 - a) Block 16 - Check the vehicles relationship to the offense/incident. If other is checked, explain the details in the report narrative.
 - b) Blocks 26 to 30 are required to be completed only when this section applies to a stolen vehicle)
- 9) **M.O. - Method of Operation (Blocks 31-36)** -
 - a) Block 31 Location Information-Identify the location-type of the occurrence (examples: apartment, auto on street, auto on lot, restaurant, etc.)
 - b) Block 32 If a tool or weapon was used in the incident, enter the type under the category that applies:
 - a. - for crimes against property
 - b. - for crimes against persons
 - c) Block 33 Check the appropriate box if entry was made and if force was used or not. Check UNK if unknown.

- d) Block 34 Briefly state how entry was gained. For example, broke out window, pried door lock, cut hole in roof.
- e) Blocks 35 & 36 Enter the point of entry and the point of exit in these boxes. If unknown write UNK in the appropriate block.

10) Evidence (Blocks 37-43) - Check the appropriate boxes. If evidence was not booked into the evidence unit, indicate the disposition of such (i.e. retained by store security).

- a) Blocks 37 - 39 Complete if the scene was processed, including the name and P.I.N. of the officer processing the scene and collecting evidence.

11) Report Narrative Section -

Report Narratives should contain a basic summary of the events. It should give an unfamiliar reader an overview of what occurred without providing suspect names, investigative material, or other information not appropriate for public availability at the time of the report. An introduction consisting of the date, time, the officers who responded, the manner in which the incident was received by the officer, the location of the incident, and the classification of the incident or offense shall precede the rest of the narrative section. (example: On 2-2- 2005 at approximately 1945 hrs. Officer Johnson and I were dispatched to 2312 Felix reference a robbery.)

The body of the narrative should include a summary of significant events, excluding suspect names, investigative material, amounts of money taken, etc. (Upon arrival we spoke with the victim who advised a person known to him threatened him at knife point, forcing him to turn over the cash from his billfold. The victim did not report any injuries resulting from the incident.) The body should also contain a brief description of property if applicable (a purse and a number of compact discs were taken), as long as the description does not compromise the case or provide protected information.

The conclusion section gives an overview of the actions that were taken (the suspect was located at his residence and arrested for investigation of robbery).

Investigative material, suspect information, statements, specific property information (including monetary amounts) etc. should be detailed on a supplemental investigative narrative report(see below). Very basic reports may be completed in the report narrative section only if they can sufficiently report the event without providing inappropriate information.

12) Reporting Officer Printed (Blocks 45 & 46) -

Name of the officer writing the report and personal identification number.

13) Reviewing Officer Printed (Blocks 47 & 48) -

Name of the supervisor reviewing the report and personal identification number.

14) Case Number (Block 49) -

As assigned by the Communications Center.

15) Subjects (Blocks 50-125) -

When the subject sections of the Offense/Incident Report are used (Boxes 50-68, 69-87, 88-106, and 107-125) all boxes shall be completed when the information is available. Boxes should be marked 'N/A ' if they are not applicable, 'none' if the category does not exist for that subject (facial hair, occupation etc) and left blank only in the event that the information for that box is not available. However, the second pair of lines (Boxes 59-68, 78-87, 97-106, and 116-125) in each Subject Section are not required to be completed when the subject is not a suspect and their identity and whereabouts are not in question or their personal identifiers are not relevant to the incident. However victim and/or complainant information from the front page of the Offense/Incident must be repeated in boxes 50-125 with the additional material required.

- a. Block 50 (Subject Block) This section applies to suspects, witnesses, additional victims, additional complainants, or other persons relative to the incident. Subjects will be listed with last name first, first name, and middle initial. Fill the section completely. If there are additional subjects, victims or witnesses that will not fit in the space provided use a Subjects Sheet #SJPD 0044 Use only those abbreviations listed in these instructions*
- b. Blocks 59-66, 78-85, 97-104 and 116-123 (Personal Identifiers) Identifies physical characteristics used to identify subjects. Other distinctive characteristics such as voice, physical defects, etc should be noted in the Investigative Narrative section if identification of the subject is pertinent to the incident.*
- c. Blocks 67, 86, 105 & 124 (Aliases) List any street names, maiden names, or other names the subject is known by or has previously been known.*
- d. Blocks 50-125 Additional Subject Box-Will be used to identify subjects in addition to those listed in previous Victim, Complainant and Subjects boxes.*

16) Property (Blocks 126-133) -

This section is for property loss only. If the complaint does not involve property loss check the N/A box in the upper left

margin corner of the section. Be sure to include the item number, quantity, and value in the appropriate space. List each item completely, including detailed descriptions, model numbers, any engravings or distinguishing marks. List the serial number and if the property was recovered or not.

If additional space is required to list property, use the narrative section of this report and/or the Narrative report form. A note should be made in the last available line under the description section noting the location of the additional listed property. (example "cont'd on pg. 4")

17) Solvability Factors Section (Block 134) -

To be completed by a Detective Supervisor or a designee to determine case assignments and solvability.

18) Referral Section (Block 135) -

Identifies where the case is to be referred. In the event a City summons is issued or a physical custody arrest is made and a City bond is set, the 'City Prosecutor's box should be marked. If a suspect or suspects could not be located or identified, an investigation arrest is made, or if additional investigation is required, the 'detectives' box should be marked. The 'juvenile office' box should be marked if a juvenile arrest was made and/or reports were provided to the juvenile office indicating juvenile involvement. If 'other' is marked, the reporting officer must note below the box the agency or division to which the referral was made (example; DFS, DSF, etc.). More than one box may be marked, and actions taken to refer the case are to be included in the investigative narrative.

19) Reference Case Section (Block 136) -

'Yes' should be marked if there are other incidents which may be related to or are pertinent to this report. The additional case numbers should be included in the boxes provided. If more than three reference cases are known, the third reference case box is to be marked "see narrative" and all additional case numbers should be contained in the investigative narrative section of the report. The 'No' box is to be marked when there are no known reports related to or pertinent to this report.

2. Accident Reports (Missouri Uniform Accident Report) See GO0016 reference accident report procedure.
3. Investigative Case Reports (continuation or information reports) These reports will be used to continue information from the pg. 2 investigative reports or other original reports. This report may also be used independently of other reports to document incidents which require reporting but do not meet the requirements of Offense/Incident, Missing Person, Accident, or other primary reports (examples would be state DWR, DWS, civil detention, or juvenile status offenses).

4. Statement Form These forms are used to obtain statements from persons involved in offenses/incidents whose testimony may provide compelling information as to the facts of an incident. In determining the need for a statement/s, officers shall consider the gravity of the offense, the value of a statement in establishing the elements of a crime, and the availability of witnesses or victims at later times. If statements are not taken at the time of the initial report, every effort will be made to identify and document person/s whose statements may be needed at a later time.
5. Missing Person Report (SHP-355C 1/98) Used to document missing juveniles and adults for entry into NCIC system. All sections should be completed if the applicable information is available. As with the Offense/Incident report, N/A, "NONE", or unknown should be used to mark boxes when they apply.
6. Arrest/Identification Report-Required when physical custody arrests are made. All sections must be completed and a city summons will be issued by the arresting officer when the arrest is for a city ordinance violation.
7. Alcohol Influence Report (Dept. of Revenue form # DOR4323)-This is the primary report for the offense of Driving While Intoxicated. An Offense/Incident report is not required in cases involving DWI only, however additional offenses discovered in the course of a DWI investigation will require an Offense/Incident report (such as when narcotics are discovered in a search incident to arrest for DWI). In these instances, the narrative section may include a brief overview of the incident with a referral to the additional reports containing a complete description of the incident.
8. Physical Evidence Custody Report See department General Order reference evidence collection.