



Issued: 01/27/1999
Last Revised: 08/29/2019

CSU FULLERTON POLICE DEPARTMENT GENERAL ORDER NUMBER 5-2

REPORT WRITING

SUBJECT: Report Writing

PURPOSE: The purpose of the procedure is to offer standardized guidelines for Officers to follow for preparing consistent, high quality reports of incidents and events, which occur on or within the jurisdiction of the California State University, Fullerton campus and its Police Department.

POLICY: It shall be the policy of this Department to prepare a report for all incidents or events that Officers of this agency are called upon to investigate. While not all calls for service will require a report, Officers should produce reports whenever possible to maximize the opportunity to record and preserve information, evidence or any other relative data that may become of greater value at a later date.

PROCEDURE:

I. Events requiring Officer Reports [CALEA 82.2.1a]

A. This Department will document every incident in the following categories that is alleged to have occurred in our jurisdiction:

1. Citizen reports of crime; [CALEA 82.2.2a]
2. Citizen complaints (may be documented through an entry in CAD as noted in G.O. 7-1 or an incident report) [CALEA 82.2.2b]
3. Incidents resulting in an employee being dispatched or assigned (may be documented through an entry in CAD as noted in G.O. 7-1 or an incident report) [CALEA 82.2.2c]
4. Criminal and non-criminal cases initiated by law enforcement employees; and [CALEA 82.2.2d]
5. Incidents involving arrests, citations or summonses (citations and summonses may be documented through the use of the citation and an entry in the RIMS system as noted in G.O. 7-1) [CALEA 82.2.2e]
6. All requests for an officer to respond to a Student Housing unit shall be documented with a report to support potential future action by Student Housing.

B. Officers shall respond to calls for service and investigate activity observed while on patrol, and prepare a report on the event or incident whenever any of the following has been established:

1. When a person reports a criminal act or an Officer determines a criminal act has occurred.
2. When evidence indicates a criminal act may have occurred, and there is no victim available to verify the source of the incident.
3. When a hazardous condition is observed or reported.
4. When Officer(s) render medical assistance or victims requiring care are transported to a hospital.
6. When unusual or suspicious activity is reported where, in the Officers' opinion, additional investigation is recommended.
7. To record a traffic accident where an involved party requests a report, an involved party is injured, or there is dispute over the at-fault status of the parties involved, or a University vehicle or property is involved.
8. To record any event, including a possible title IX violation, where the University may be required to address circumstances of sensitive material or issues.
9. When an Officer makes an arrest, regardless of the disposition of the arrest.
10. When so directed by a Supervisor.
11. When an incident has occurred and the Officer concludes that the best interests of the Department or University will be served by preparing a report.

II. Reporting Format

- A. Officers of this agency shall use only those report forms and formats as authorized by the Chief of Police. The report-writing format used by this Department for Crime/Incident Reports is the Narrative Style. [CALEA 82.2.1b]
- B. All reports shall be prepared as directed in the Report Writing Guide and within the following guidelines:
 1. All reports shall be completed using correct grammar, spelling and tense.
 2. All reports shall be accurate, honest and factual.
 3. All reports shall be written in first-person.
 4. All reports shall be prepared using the Records Information Management System (RIMS) computer program.

III. Report Structure [CALEA 82.2.1c]

- A. The RIMS case reporting software has screens to allow for the entry of all required crime / incident information for the report "face sheet" including;
 1. Page 1; case number, offense level, type, location of occurrence, date and time, case status and disposition, solvability factors, and special circumstances. Page 2 provides fields for additional location and modus operandi.
 2. The "Persons" tab shall be used to enter all victim, witness, suspect, or other involved person information. It also allows for a person's photo to be attached to their descriptor.

3. The “Property” tab shall be used to enter information for stolen, damaged, or recovered property.
 4. The “Vehicles” tab shall be used to enter involved vehicle information.
 5. The “Narrative” tab will be used to enter the Officer’s account of the crime or incident, as well as any supplemental narratives. More detailed instructions for the narrative content are provided in the official Department Report Writing Manual.
 6. The “Accident” tab shall be used to enter information for traffic collisions. Detailed instructions for completing these reports are provided in the Statewide Integrated Traffic Records System (SWITRS) manual.
 7. The “Officers” tab shall be used to document the names of handling and assisting Officers, the Supervisor approving the report, and the Record’s Supervisor. It also lists other relevant departments or agencies that the report should be sent to.
 8. The “Photos” tab shall be used to enter digital images or scanned documents pertaining to the case.
 9. The “Queries”, “Audit”, and “Officer Assault” tabs will not be used for normal report writing.
- B. The Narrative consists of the Officer’s chronological documentation of the events that occurred. A supplemental report shall be used when pertinent information needs to be documented after the original report has been filed or when an assisting Officer needs to file his or her own narrative.

IV. Report Writing

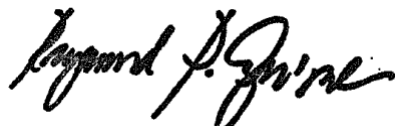
- A. Officers are reminded that their reports often times offer the only source of assembled information as to what occurred in the incident, and within a particular time period.
- B. To ensure that the Department meets the expectation of providing accurate and timely information to its respective allied agencies and associate parties, Officers are required to accomplish the following [CALEA 82.2.1d]:
 1. Officers shall complete reports as soon as possible, preferably immediately after concluding the on-scene investigation.
 2. Officers will write their police reports in the report writing room.
 3. Unless authorized by the Watch Commander, reports shall be completed and turned in prior to the end of the Officer’s shift. An Officer shall notify the Watch Commander as soon as practical when they foresee not being able to complete any report by the end of their shift.

4. Watch Commanders shall not authorize critical reports to be held over unless necessary notifications have been made, any hazardous condition has been mitigated, and / or critical information has been entered into the CLETS.
- C. Officers shall proof read their work for accuracy and completeness. [CALEA 82.2.1c]
 - D. Officers may, and are encouraged to, consult with Investigators or other Officers with a particular expertise when preparing more complex reports. [CALEA 82.2.1c]
- V. Supervisory Review [CALEA 82.2.1e]
- A. Supervisors shall review all reports to ensure the specific procedures outlined in the General Orders and the Report Writing Guide is being adhered to.
 - B. Critical Issues that must be reviewed include:
 1. Overall completeness and correctness.
 2. Proper form usage. Proper Solvability and Special Circumstance boxes are completed.
 3. Complete identifying/contact information on all involved parties.
 4. Inclusion of necessary elements for all crimes being reported.
 5. Headers and narrative structure consistent with policy.
 6. Documentation of probable cause leading to any Officer's actions.
 7. Crime scene investigation, where appropriate.
 8. Detailed account of evidence/property stolen or recovered.
 9. Proper grammar, tense, punctuation, and spelling.
 10. Presence of all required teletypes.
- VI. Routing Procedure [CALEA 82.2.1e]
- A. Officers upon completing their assigned reports shall check the turned in box on page 1. Supervisors will approve the report on the Officers page. **The reports will be forwards to the Investigations bureau for review and routing.** Records will review the approved report for required data entry.
 - B. All reports will be processed and distributed through the Department Records system as noted in General Order 7-6 Records Unit and General Order 7-9 Forwarding of Liability Reports.

REVIEWED BY:

J.Rosales

APPROVED:



Raymund Aguirre
Chief of Police