

**NEW HAVEN
DEPARTMENT OF POLICE SERVICE
GENERAL ORDERS**



GENERAL ORDER 10.01

EFFECTIVE DATE: April 6, 2017

INCIDENT REPORTS

10.01.01 PURPOSE

The purpose of this General Order is to establish guidelines for the preparation, review, and submission of police reports generated in the field.

10.01.02 POLICY

The New Haven Department of Police Service recognizes the importance of reports in the documentation of investigations, arrest and prosecution of criminals, and analysis of criminal activity. It is the policy of this Department to document most incidents an Officer investigates except as noted below.

10.01.03 PROCEDURES

REQUIRED REPORTING

Generally, a report is required for every incident responded to or investigated by sworn members of this Department except the following:

- Accident Investigations: An accident investigation requires the completion of a PR-1. However, when a misdemeanor or felony is involved with the accident

(e.g., Evading, DUI), then an incident report is also required. In addition, an incident report shall be completed for all motor vehicle fatalities.

- **Minor Motor Vehicle Violations:** Details will be noted on the back of the infraction. However, misdemeanor violations such as operating under the influence, reckless driving, evading responsibility, misuse of marker plates and tampering with a motor vehicle require an incident report. In addition, a report must be completed if a vehicle is searched.
- **Vehicles towed for Police:** Generally, an incident report will not be required for vehicles towed for “routine” violations for which a complainant is not required. Such violations include: obstructing traffic (includes motor vehicle accidents), hydrant violations, red zone violations, emergency parking orders, or other risks to public safety.
- **Field Interviews:** Information pertaining to the field interview will be entered into the Field Contact Module. A summary shall be included in the notes section which shall include, but not be limited to, the circumstances of the encounter and actions taken by the Officer, including any searches conducted.
- **Incidents in which the responding Officer fails to discover any information beyond that already known to the Dispatcher.** For example:
 - An Officer responds to a report of a noise complaint, at a specific location, arrives, cannot locate a complainant, and finds no indication of a problem
 - An Officer is unable to locate either the complainant or the location given by the Dispatcher

Nothing in this order should be construed as either prohibiting or relieving an Officer from the responsibility of recording an event or pertinent information known or disclosed as a result of an investigation in an incident report.

GENERAL REPORTING REQUIREMENTS

- The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an Officer to document any incident he/she deems necessary.
- When two or more Patrol Officers respond to an incident, the primary report will be prepared by the primary patrol unit. The primary patrol unit will be the first unit assigned by the Dispatcher. The reporting Officer will list all other responding Officers. Other responding Officers will prepare supplementary reports only if they handle separate aspects of the case. The Supervisor directing the investigation of a major crime may direct all Officers involved in the initial call to prepare reports describing their participation.

- Reports shall accurately and truthfully reflect information received during the course of the investigation. Reports shall be signed (electronically or by hand) by the author under the penalties provided under state law for making a false statement.
- Reports shall be completed as soon as possible upon the conclusion of an investigation, and completed by the end of the Officer's shift, unless otherwise directed by a Supervisor.
- A report shall be completed for all infractions (e.g., possession of controlled substance) issued except minor motor vehicle violations.
- An incident report shall be completed for any custodial arrest or domestic arrest by the end of the Officer's shift. The Supervisor shall review the report, order any necessary changes, and then sign (by hand) the report.
- An incident report shall be completed for all incidents that require a BOLO (e.g., missing persons, wanted persons) by the end of the Officer's shift.
- All reports of a routine nature that cannot be completed prior to the conclusion of an Officer's shift will be completed on the next assigned day of work by the Officer responsible for the report, unless otherwise directed by a Supervisor.
- The report will be authored by the primary Officer, or the Officer assigned to the investigation.

REPORT CORRECTIONS

Supervisors shall review reports to ensure that the report is complete, thorough, that there are no spelling errors, that the report is grammatically correct and that probable cause has been established in arrest cases. If a correction is necessary, the reviewing Supervisor should deny the report in MFR (Mobile Field Reporting) and state the reason(s) for the denial. It shall be the responsibility of the originating Officer to ensure that any denied report is corrected and resubmitted in a timely manner.

REQUIRED INFORMATION

The following information shall be included in each incident report:

- **Case Number:** This is the number the Dispatcher assigns to the incident under investigation or the number of the original report when an Officer is preparing a supplemental report.
- **Incident Date and Time:** The date and estimated time when the incident occurred. An approximate time or time range should be given if the exact time is unknown.

- **Street Number/Street Name:** If the incident occurred at a specific address, that information should be recorded. If no street address is available or applicable, the closest intersecting streets should be entered. Intersecting streets are not required when the exact address is known.
- **Name Codes:** Principals connected with an incident are listed with their appropriate name code.
 - **Victims** are the persons, companies or institutions against whom the crime is committed and are required for every crime report.
 - **Reporting Persons** are people who report crimes but are not crime victims.
 - **Witnesses** are people who observe crimes taking place or have information.
 - **Others** are people who are involved in the incident who do not fit other categories.
 - **Involved Participant** may be used for suspects or offenders not yet charged.
- All people referred to in the narrative portion of the report should be listed in the name fields of MFR. Information should include last name, first name, middle initial, date of birth, home phone, work phone, cell phone and address (if available). Information should be updated even if a name record already exists in the system.

ADDITIONAL INFORMATION

- Whenever a person's name is known, it should be used in the report narrative.
- Each item of property should be listed in the property fields of MFR.
- Specific descriptions should be entered in the property fields of MFR.
- The total value (or estimate) and serial number of stolen property should be included in the narrative.
- Statements should be synopsised in the narrative along with the name of the person making the statement.
- Detailed descriptions of missing persons shall be included in the missing person/runaway field of MFR.

- All narratives should be written in chronological order, in the order in which the events occurred, not from the perspective of any one witness, victim or the Officer.

NARRATIVE

Each incident report requires a narrative which consists of a detailed report of all the information discovered during the Officer's investigation. Use the checklists included below to ensure all pertinent information is included. This section contains lists of essential points to be considered by Officers preparing reports for many of the most common types of offenses. While all items will not be applicable in every instance, the appropriate list should be reviewed when investigating the incident.

Description of a Robbery, Assault, Rape or Breach of Peace

- Date, time and location of incident
- Setting (party, domestic, street corner, etc.)
- Relationship between involved persons
- Details of assault
- Weapons used
- Property taken
- Efforts made to locate witnesses; what witness saw
- How did police become aware of the incident
- What did you actually observe
- If offender has left, give physical description
- Type and extent of injuries
- Treatment of injuries (hospital, admitted or discharged, treating, apparent seriousness, examination results).

Description of Theft, Burglary, Breaking and Entering

- Approximate time/date
- How theft discovered
- Location taken from, how perpetrator(s) gained access
- Property taken
- Physical description of perpetrator(s) if observed
- Special points for breaking and entering: type of building, building vacant or occupied, method of entry and exit, use of tools
- Special points for auto theft: Car Locked?; Keys in car?; has vehicle been towed?; could car have been borrowed?; area check; broadcast made.
- Documentation of attempts by the Officer to canvass the area around the theft location for any witnesses/evidence
- A notation regarding the location of any surveillance cameras in the area and what they show
- A notation regarding who had access to the area, whether it was card access, key entry, open to the public, etc.

Description of Incident Involving Drugs

- Time and location
- Apparent type and quantity, weight of drug
- Was field test made? By whom? What test? Results?
- Handling and disposition of substance
- How did the police become involved?
- Who was present at time of seizure? What was the apparent relationship between these persons?

Description of Property Claimed to be Stolen, Damaged or Missing

- Cash
- Dollar Amount
- Checks
- Number of checks
- Person or firm making out check
- Person or firm check payable to
- Bank check drawn on
- Endorsement(s)
- Dollar amount of check
- Check number
- Credit Cards, Charge Plate
- Issuing firm
- Name of person on card
- Account number
- Approximate value
- Manufacturer
- Model name or number
- Serial number
- Size and color
- Special characteristics or features

Automobile

- Year of manufacture
- Make and Model
- Body style
- Color and decorations or makings
- State or registration and number
- Engine serial number
- Registered owner (responsible individual, if company), address and telephone
- Result of listing check

Physical Description of Person

- Sex
- Race
- Age
- Height, weight, build and posture
- Complexion and eye color
- Hair style, mustache or beard
- Physical disabilities, tattoos, scars or marks
- Distinctive speech characteristics or dialect

Report of a Driving While Intoxicated Arrest

- Location of offense
- Description of vehicle operated
- Vehicle operation observed
- Was an accident involved?
- Demeanor of arrestee (slurred speech, aggressiveness, etc.)
- Was breath or blood/urine test administered?
- Administration of test and results
- Identify witnesses in arrestee's vehicle, those in struck vehicle and bystanders
- State observations or witnesses

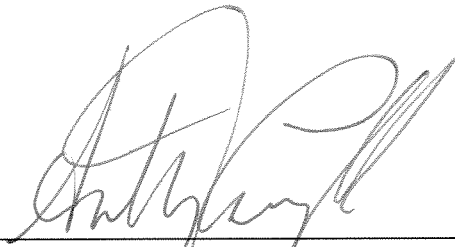
Description of Handling Physical Evidence

- Description of evidence
- Action taken regarding possible latent fingerprints
- Handling of evidence
- Disposition of evidence
- Bureau of Identification contacted

Fugitive From Justice Reports

- Confirmation of the hit (by phone)
- Extradition boundaries
- Who confirmed the hit in the demanding State
- The charge(s) is a felony(s) punishable by one year in jail or more
- Articulate how the positive identification was made (photograph, fingerprints). The suspect's own admission is not acceptable
- Articulate other identification efforts such as comparison information (height, weight, place of birth, mother's maiden name, etc.)

This supersedes General Orders 76-3 and 80-1.



Anthony Campbell
Interim Chief of Police

04/07/2017

Date