

Report Preparation

320.1 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 and on-the-job training. The field reporting computer system utilized by the Fresno State Police Department is the Records Information Management System (RIMS).

320.1.1 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 forms must be prepared legibly. If the form is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the form. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall be detailed and 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.

Report formats shall be in the first person narrative style following agency formatting practices and RIMS User manual procedures. The standard narrative structure shall be formatted with the following headings:

- (a) SOURCE
- (b) INVESTIGATION
- (c) UNDEVELOPED LEADS
- (d) ATTACHMENTS
- (e) RECOMMENDATIONS/STATUS

320.2 REQUIRED REPORTING

Written reports are required in all of the following situations, using appropriate department approved forms, unless otherwise approved by a supervisor.

320.2.1 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

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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:
 - (a) Use of Force Policy
 - (b) Domestic Violence Policy
 - (c) Child Abuse Policy
 - (d) Adult Abuse Policy
 - (e) Hate Crimes Policy
 - (f) Sexual Violence Response, Investigation, Title IX, and VAWA 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., RIMS incident report, online report, etc).

320.2.2 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 evidence or contraband
- (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) On campus fires
- (k) Citizen complaints (see Personnel Complaints Policy)
- (l) All on-campus medical calls for service

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- (m) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

320.2.3 DEATH CASES

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigation 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.

320.2.4 INJURY OR DAMAGE BY STATE PERSONNEL

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

320.2.5 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
- (e) When the incident may result in a law suit against the University
- (f) When such injury may come to the attention of the media

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.

320.2.6 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 Center shall notify the California Department of Public Health (CDPH) of the incident as required by CDPH (Penal Code § 23685).

320.2.7 ALTERNATE REPORTING FOR VICTIMS

Reports that may be submitted by the public via online or other self-completed reporting processes include:

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- (a) Lost property.
- (b) Misdemeanor thefts of property, other than firearms or materials that threaten public safety, when there is no suspect information, serial number or ability to trace the item.
 - (a) Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.
- (c) Misdemeanor vandalism with no suspect information and no hate crime implications.
- (d) Vehicle burglaries with no suspect information or evidence.
- (e) Stolen vehicle attempts with no suspect information or evidence.
- (f) Annoying telephone calls with no suspect information.
- (g) Identity theft without an identifiable suspect.
- (h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.
- (i) Hit-and-run vehicle collisions with no suspect or suspect vehicle.
- (j) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).

320.2.8 RECORD OF INCIDENTS (CAD)

At times, incidents/calls for service do not require a written report as specified in the previous sections. These incidents shall still be recorded via a RIMS incident report. In the incident description section, both dispatchers and officers should document pertinent and available information for the following:

- (a) Reports of violations of institutional policies
- (b) Calls for service or assistance to individuals on campus property
- (c) Assisting outside agencies that are performing official duties on campus property
- (d) Citations or summonses

RIMS automatically assigns a unique, consecutive number to all incidents entered into the system and a unique case number to all generated reports (i.e., 18-001).

320.3 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.

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.

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Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

320.3.1 GENERAL USE OF OTHER HANDWRITTEN FORMS

Department, county, state and federal agency forms should be completed and block printed as appropriate. In general, the form itself may make the requirement for completion apparent. The procurement, organization and re-stocking of department approved forms will be the responsibility of the Administrative Assistant to the Chief of Police ([See attachment: Fresno State PD Officer's Room Forms List.pdf](#)).

320.4 SUPERVISORY REVIEW

Supervisors shall review submitted reports prior to the end of their watch to ensure that cases with urgent timeframes (last day filings) and/or reports with sensitive or important information are processed in a timely manner.

Critical report components that must be reviewed include:

- (a) Overall completeness and accuracy;
- (b) Proper form usage;
- (c) Complete identifying/contact information for all involved parties;
- (d) Inclusion of necessary elements for all crimes being reported;
- (e) Headers and narrative structure consistent with policy and practice (e.g., traffic collision reports);
- (f) Documentation of probable cause leading to the officer's actions;
- (g) Crime scene investigation, where appropriate;
- (h) Detailed account of evidence recovered;
- (i) Proper grammar, tense, and punctuation;
- (j) Presence of all required attachments;
- (k) Proper sequencing of documents.

Supervisors shall utilize the RIMS case approval process to notify officers of any corrections needed.

It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed and acknowledged via RIMS in a timely manner.

320.5 REPORT CHANGES OR ALTERATIONS

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

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320.6 RIMS FUNCTIONS

The status of all cases will be tracked via the RIMS case log and via the case investigations log when a case is forwarded to Investigations during the supervisory review process (see Investigation and Prosecution Policy).

The RIMS database provides for the following:

- (a) Maintains a master name index of people mentioned in all related incidents/reports.
- (b) Classification and recall of incident/case records by various search parameters including incident type, location, etc.
- (c) Maintains a history of all persons who have been arrested (cited, custodial arrest and referred for prosecution).

Attachments

Fresno State PD Officers Room Forms List.pdf

Fresno State PD Officer's Room Forms List

(rev. February 2015)

Cabinet 1:

CHP 202S (pick up @ CHP)	Time off Request/ Exchange of Info	CHP 187/Pursuit
CHP 180 (pick up @ CHP)	FCJ Arrest Tag (pick up @ jail)	Juvenile Petition (order from Print Shop)
CHP Factual (pick up @ CHP)	Additional Charges (pick up @ jail)	Juvenile Detention (pick up @ Juvenile Hall)
CHP 202 (pick up @ CHP)	Certificate of Release (order from Print Shop)	72 Hour Hold (print or order for duplicates)
CHP 202F (department form or pick up @ CHP)		Missing Persons

Cabinet 2:

DS 367 over 21 (order from DMV)	Electronic Media Theft	Vehicle Repair Work Order
DS 367M under 21 (order from DMV)	Emergency Protective Order (pick up @ Courts)	Photo Line-Up Admon.
DS 367SP Spanish (order from DMV)	PC 293 Document	Criminal History Request
DL 310 (order from DMV)	Crime Scene Log	Dental X-Ray Request
DS 367M SP under 21 Spanish (order from DMV)	Evidence Photo	

Cabinet 3:

Notice of Charges	Marsy's Law Info	Notice of Correction (pick up @ Courts)
Parole Hold/Probation Hold (pick up @ jail)	Domestic Violence Info	DS 427 Priority Re- Examination (order from DMV)
	Sexual Assault Info	
Return Property Receipt	V.A.W.A. Info	Title IX Info

*Unless otherwise noted (ie: "pick up at CHP") forms can be printed from the Department's shared drive or photocopied.