

## COLCHESTER POLICE DEPARTMENT

		SUBJECT: <b>Reports Policy</b>	
EFFECTIVE DATE: February 8, 2016	NUMBER: GENERAL ORDER # 18		
REFERENCE:	SPECIAL INSTRUCTIONS:		
REEVALUATION DATE: ANNUAL	APPROVED: <i>J Monahan #190</i>	NO. PAGES: 2	

**PURPOSE:** The proper documentation and preparation of reports is vital to the effective and efficient operation of this department. Preparing complete, accurate, and uniform reports are essential for the day to day operations of the Colchester Police Department. Reports, whether hand written or electronically submitted, serve as the official memory of the agency and ensure that all information regarding an investigation is available to all necessary personnel. A comprehensive system of reporting allows the department to successfully investigate and prosecute criminal offenses, document actions taken, as well as to protect the town from liability.

All reports shall include thorough, appropriate and accurate information and be completed in a timely manner in accordance with prescribed time frames.

### I. PROCEDURE

Members of the Colchester Police Department will adhere to the following procedures pertaining to the reporting of police activity to ensure standardization and compliance with legal reporting requirements.

**Incident Reports:** It is the responsibility of each officer to ensure that all police activity is documented within the department's records management system. Prior to the end of each shift, a detailed narrative will be completed for each incident. If an incident requires further investigation and/or follow-up, sufficient information will be documented within the narrative prior the end of the shift to properly inform other officers of the incident. A full and accurate report shall be **submitted for approval no later than two weeks** from the date of the occurrence. Should an incident require additional investigation, the officer shall notify his/her supervisor for approval on a case by case basis.

Communications personnel shall enter all pertinent information into the incident when the case is created. [See the dispatch SOP manual for more detail.]

While it may be incumbent upon other department personnel to provide data entry, it is the responsibility of the investigating officer to ensure that all information is accurate and complete prior to submitting the incident for approval. This includes verifying the appropriate call type.

Specialized incidents, such as untimely death investigations, may require additional State or Colchester Police Department forms. All approved forms are located on the Home Drive of the Colchester Police Department Computer System, under "1CPD", Forms". Forms will only be added to this location with command staff approval.

**Criminal Court Cases:** All court cases shall be completed and approved three (3) weeks prior to the citation date. In cases involving the issuance of a juvenile citation, proper case work needs to be completed and approved ten (10) days prior to citation date.

**DUI Court Cases:** The department shall comply with current guideline set forth by the State's attorney's office with regards to the timeline for case submittal in all DUI cases.

**Accident Reports:** Accident report preparation and timeliness shall be guided by Colchester Police Department General Order #30.

**Supervisor Approval:** It shall be the responsibility of each supervisor to approve all incidents in a timely manner. It is also the responsibility of the supervisor to ensure that the above mentioned time lines are adhered to by assigned personnel.

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