

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE January 8, 2013	NUMBER 2404
SUBJECT Field Reporting System and Requirements		
REVISED		
REFERENCE SCLEA 14.4 and 14.5	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 7

A. PURPOSE

The purpose of this general order is to state the requirements for a comprehensive field reporting system as well as describe and illustrate the information to be included on report forms utilized by the City of Anderson Police Department for field reporting. This general order establishes procedures to ensure that proper action is taken to investigate complaints, evaluate suggestions, and correct deficiencies or refer them to proper authorities for correction.

B. POLICY

The City of Anderson Police Department uses UCR forms approved by SLED for standardized field reporting. The reports are structured to ensure that basic information is captured for all crimes and incidents. Additionally, the City of Anderson Police Department uses a computerized records management system that has been approved by SLED for transmitting criminal data electronically. The City of Anderson Police Department follows all rules and regulations as taught by the South Carolina Criminal Justice Academy and as dictated by SLED for field reporting.

C. PROCEDURES

1. Documentation of Police Actions

- a. Official records will be prepared and maintained to document every reported police activity, whether originated by a citizen, another agency, or a department member.
- b. Documentation of police activity may be in the form of a(n):
 - (1) incident report
 - (2) completed supplemental report
 - (3) accident report
 - (4) citation
 - (5) booking report
 - (6) daily printout from the Computer Aided Dispatch system
 - (7) a combination of any or all of the above.
- c. Documentation will be prepared for the following categories of incidents, if they were alleged to occur in the City of Anderson: (SCLEA 14.4A)
 - (1) Formal Citizen complaints (SCLEA 14.5B)
 - (2) Citizen reports of crimes (SCLEA 14.5A)
 - (3) Citizen requests for services
 - (a) Calls-for-Service when (SCLEA 14.5C)
 - i. an officer is dispatched,
 - ii. an officer is assigned to investigate, or
 - iii. an officer is assigned to take action at a later time.
 - (b) Note: Calls-for-service data will normally be maintained by Anderson County Central Dispatch and uploaded to the City of Anderson Police Department at times deemed necessary to prepare special reports and/or write special projects including but not limited to business plans, grant proposals and strategic plans.
 - (4) Criminal and non-criminal cases initiated by or coming to the attention of department personnel (SCLEA 14.5D)
 - (5) All auto accidents reported to police for which a report is required by law or a citizen requests to report an accident
 - (6) Incidents involving arrests, citations, or summonses issued for a criminal violation in lieu of arrest. (SCLEA 14.5E)

d. Information Required for Documenting Police Action

- (1). All reports and records maintained to document police activity will contain at a minimum the following information, if accessible:
 - (a) the date and time of the report
 - (b) the name, if available, of the citizen requesting the service, or victim's and/or complainant's name
 - (c) the name of the suspect and charges, if any
 - (d) the nature of the incident
 - (e) the assigned officer(s) name.

2. Types of Reports and Report Forms

Members of the City of Anderson Police Department will use the appropriate report form(s) as indicated by the nature of the incident being reported. The police records system depends on the work product of the officer in the field. It is of paramount importance to have a well-written and complete report. Forms generally used in field reporting include: (SCLEA 14.4B)

- a. Incident reports
- b. Supplemental reports
- c. Accident reports
- d. Arrest/booking reports
- e. Evidence/Property report and property tags
- f. South Carolina Uniform Traffic Tickets (S.C.U.T.T.).
- g. Special reporting forms

3. Incident Reports (SCLEA 14.4D & 14.4C)

- a. Incident reports will be completed for all circumstances as mandated by the South Carolina Law Enforcement Division (SLED) and/or state law.
- b. All reports of a criminal offense (as described in the U.C.R. code) received by the City of Anderson Police Department which occur within the City will be recorded on the incident report form.

- c. Incident reports will be written to document criminal acts which occur within the city and are brought to the attention of an officer even if the complainant does not wish to file charges or have a report made.
- d. Incident reports will be used to record all arrests and criminal offenses where a citation or summons is used in lieu of a custodial arrest, i.e., Minor in Possession of Alcohol, Noise Violation Citation, Driving Under Suspension, etc.
- e. Incident report forms will also be used to record certain specified types of information of a non-criminal nature. Record all applicable information on the incident report and, if appropriate, list all persons involved in the proper section on the form.
- f. Some calls-for-service for non-criminal incidents require an incident report. Examples of these types of CFS are deaths, suicides, attempted suicides, missing persons (adult and juvenile), animal bites, found property and any other call for service where a supervisor or the responding officer feels formal documentation is necessary. Incident reports will be taken on these non-criminal matters when brought to the attention of an officer, even though the complainant may not wish a report to be made.

4. Supplemental Reports

- a. A supplemental report will be submitted by the investigating officer when it is necessary to:
 - (1) explain, expand, or continue with information from the incident report, or
 - (2) to record important confidential information not contained in the incident report including but not limited to:
 - (a) investigative leads
 - (b) names of suspects
 - (c) unsubstantiated information which could be of investigative use such as:
 - i. intuitions
 - ii. hunches
 - iii. possibilities
 - iv. etc.
 - (3) A supplemental report will also be used for an expanded narrative from the incident report, if needed. If distributed in hardcopy form, this supplement should also be copied and attached for distribution with the report.

- b. Supplemental reports will be written in a manner that includes the following information in the format:
 - (a) Designation as a Supplemental Report
 - (b) Case number
 - (c) Report date
 - (d) Name of Reporting Officer
 - (e) Incident Type
- c. The supplemental report submitted by the reporting/investigating officer will be attached to the original incident report within the Department's electronic-reporting system.

5. Traffic Accident Reports

- a. Accident reports will be completed by the officer(s) conducting an accident investigation.
- b. All traffic accident reports will be completed in accordance with the standards promulgated by the SC Criminal Justice Academy and the SC Department of Public Safety, Department of Motor Vehicles Division.

6. Arrest / Booking Report

- a. A booking report is to be filled out for every arrest, including physical arrests for traffic offenses.
- b. The booking report must be filled out as completely as possible at the time of arrest, including aliases, and ticket/warrant numbers.
- c. The booking officer is responsible for completing booking reports for adults booked into the City of Anderson Jail.
- d. The arresting officer is responsible for completing booking reports for all juveniles charged with criminal offenses, and ensuring that the proper paperwork is forwarded to the South Carolina Department of Juvenile Justice.

7. Special Reports

- a. Special reports are letters, memorandums, or correspondence that are typed, printed, or written for formal communication within the Police Department.

- (1) Patrol officers and civilian members may submit special reports to their immediate supervisor, who in turn will forward it to the intended party.
 - (a) After reviewing the report, the recipient will make a decision, if one is necessary, and will relay a reply to convey information, decisions or instructions.
- (2) At no time will a supervisor stop a communication or special report from proceeding to its intended party. Any report of a confidential nature which concerns improper conduct of a member's superior officer may be addressed and sent directly to the Chief of Police and/or the Internal Affairs Coordinator.

D. SUBMITTING and PROCESSING REPORTS (SCLEA 14.4E)

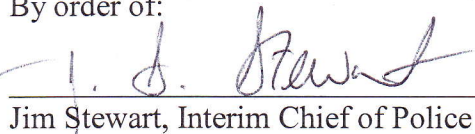
1. All UCR/SCIBRS reports will be completed by the end of the reporting officer's tour of duty.
 - a. All reports for which an officer is responsible must be submitted by the end of the reporting officer's shift.
 - b. All reports must be reviewed and signed by a supervisor.
 - (1) The supervisor will receive reports written by all personnel working under his/her chain-of-command and review each report individually to ensure that all necessary paperwork has been turned in and properly completed.
 - (2) The review may be conducted electronically.
 - c. SCIBRS Coordinator Review
 - (1) The SCIBRS Coordinator will review each report for compliance with Department and SLED reporting requirements. The SCIBRS Coordinator will process the report into the Department's records system, and forward the reports and/or other data to the appropriate location.
2. All crash/accident reports will be completed and turned in by the close of business of the third subsequent business day following the reporting officer's tour of duty in which the event being reported took place.
 - a. Because of the nature of accident investigation and the frequent necessity of acquiring additional paperwork from participants in a crash, accident reports for which an officer is responsible will be due three business days after the end of the reporting officer's shift.
 - b. All reports must be reviewed and signed by a supervisor.

- (1) The supervisor will receive reports written by all personnel working under his/her chain-of-command and review each report individually to ensure that all necessary paperwork has been turned in and properly completed.
- (2) The review may be conducted electronically.

c. Accident/crash Supervisor Review

- (1) A supervisor in the reporting officer's chain-of-command or his/her designee will review each report for compliance with Department, SCDPS and any other reporting requirements.
- (2) If and when the City of Anderson Police Department acquires electronic crash reporting capability, a supervisor in the reporting officer's chain-of-command or his/her designee will process the report into the Department's records system, and forward the reports and/or other data to the appropriate location.

By order of:



Jim Stewart, Interim Chief of Police

1-8-2013
Date