



# UW-Madison Police Department

**Policy: 82.2**

**SUBJECT: FIELD REPORTING AND MANAGEMENT**

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**STANDARD: CALEA 82.2.1 – 82.2.5 IACLEA 16.2.1 WILEAG 10.2.1**

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## **POLICY:**

The UW-Madison Police Department shall establish procedures for field reporting, supervisory review of reports, and the report distribution process.

## **DEFINITIONS:**

“Arrest Report” refers to the formal documentation of arrest, whether custodial or non-custodial, and does not replace or substitute an incident report.

“Field Contact” refers to a documented contact with an individual where an incident report is not required; including traffic warnings, traffic citations, single offender UW code violations that do not have a corresponding criminal offense that is reportable to NIBRS, and when a subject is administered a PBT, but does not receive a citation.

“Gender” is a socially constructed identity centering around notions of “masculinity,” “femininity,” and “androgyny,” which includes aspects of identity and expression.

“Incident” refers to an event that requires law enforcement action, documentation, or the dispatching of agency personnel in response to citizen request for law enforcement services. This includes any incident, whether criminal or non-criminal, which involves a response to the scene, an investigation, or the preparation of a report.

“Incident Report” refers to the formal documentation of an event into the Records System

“Preferred Name” refers to the non-birth name/pronouns that a transgender, gender non-conforming, or other individual uses in self-reference (this may or may not correspond to the individual’s legal name.)

“Sex” is a medical label used to categorize people according to their chromosomes, hormones, genitalia and secondary sex characteristics (breasts, body hair, etc.). Usually assign at birth as “male” or “female” by a doctor, though there are many variations outside of that socially-constructed binary (i.e. intersex).

“TGNC” refers to Transgender/gender non-conforming

“Transgender people” refers to people whose gender identity is different from the gender they were thought to be at birth.

“Trans” is often used as shorthand for transgender.

## **PROCEDURE:**

### **82.2.1 FIELD REPORTING SYSTEM:**

- A. Employees are to refer to the “UWPD Reporting Guide” for detailed instructions in report preparation. Upon receipt of a complaint or request for service, an event ID shall be assigned. The officer assigned to investigate an incident shall complete the event notes. Event notes shall include the following:

1. Name, Sex/Race, UW Affiliation, whether a person is a housing resident, PBT result (if applicable), type of alcohol and where consumed (if applicable), note if evaluated for detox and the result, brief synopsis of incident including disposition of arrested persons (cited, arrested, released), and any notifications made (i.e., MOC, DOC);
  2. Correct disposition code (Report Filed, No Further Action, False Alarm, etc.)
- B. If required the officer shall complete a incident report and/or an arrest report. An incident report shall be completed for cases involving:
1. A criminal event
  2. All arrests
  3. Felony or misdemeanor offenses
  4. Death investigations
  5. Potential University liability, such as significant injury caused while on the UW-Madison campus, potential release of biological agents, etc.
  6. Incidents as directed by a supervisor,
  7. Incidents that, by their nature, require investigation and documentation.
- C. Incident reports shall be the permanent method of documenting required information. However, other forms of documentation may be used during the field reporting process. These forms include, but are not limited to: traffic collision reports, property vouchers, Uniform Citations, warning forms, voluntary statements, and domestic abuse rights forms.
- D. A standard Wisconsin Motor Vehicle Accident Report (DT4000) reportable/ non-reportable form shall be completed in accordance with department directive 61.2 Traffic Collision Investigations.
- E. Reports and forms completed in the field shall be turned in by the end of the officer's shift, unless they are authorized to complete them at a later time by the Officer-in-Charge (OIC) or a supervisor. Event notes, field contacts, incident reports and forms must be complete, accurate, and thorough. If an officer finds an error in a field report or form after submittal, then a supplemental report shall be completed correcting the error.
- F. Employees are to refer to the State of Wisconsin OWI Enforcement Manual provided by the Wisconsin Department of Transportation for detailed instructions in completion of required OWI processing forms. The following forms are utilized in OWI processing:
1. Informing the Accused
  2. Notice of Intent to Suspend/Revoke
  3. Alcoholic Influence Report
  4. Release to Responsible Party
- G. Employees are to refer to the police training and evaluation manual for detailed instructions in property lists or vouchers and domestic abuse paperwork completion.
- H. Information required in incident reports shall include the following when applicable: incident number, day, date, and time of initial reporting, day, date, and time of occurrence, name and identifiers of reporting party, University of Wisconsin affiliation of persons involved, victim or complainant, involvement of weapons, alcohol, drugs, vehicle descriptors, property descriptions and dispositions, names and identifiers of suspects/offenders and witnesses, use of force, narrative description of the incident and any action taken, and name and identifiers of assigned officer and reviewing supervisor.
1. Information required in arrest reports shall include the additional information: probable cause statement, aliases used, physical descriptions of the suspect, offenses charged, warrant descriptors, names and identifiers of accomplices, vehicle descriptors, Miranda warning details, and employer identifiers.
  2. Information required in other reports shall be prescribed by directives and state statutes.
- I. When additional information is received concerning an investigation, a supplementary incident report shall be made. Whoever receives the supplemental information is responsible for completing the supplemental report. When officers become aware of pertinent information about the case after the original report has been completed, a supplemental report is required.

- J. Officers shall submit reports for supervisory approval. An incomplete or inadequate report shall be electronically returned to the officer for correction. The returning supervisor shall note the areas of inadequacy. The officer shall make the necessary revisions prior to the end of shift, unless approved by a supervisor because of extenuating circumstances. Once approved, records personnel shall review the report in a timely manner for quality assurance purposes.

#### **82.2.2 COMPUTER AIDED DISPATCH (CAD) GENERATED CALLS FOR SERVICE (EVENT ID)**

The following shall establish procedures governing incident reporting:

- A. Every incident in one or more of the following categories, if alleged to have occurred in the jurisdiction of the Department, is to be reported:
1. Citizen reports of crimes
  2. Citizen complaints of non-criminal activity
  3. Incidents resulting in an employee being dispatched or assigned
  4. Criminal and non-criminal cases initiated by law enforcement employees
  5. Incidents involving arrests, citations, or summonses
- B. Every incident in one or more of the following categories is to be reported regardless of its location:
1. Incidents involving use of force above compliant handcuffing
  2. Incidents involving a vehicle pursuit.
  3. Incidents involving motor vehicles eluding an officer's attempt to stop them.
- B. If two or more persons report the same incident, only one event ID shall be drawn. Multiple reports of the same incident may result in linked event ID numbers. Dispatch may also link related but separate incidents.
- C. If more than one officer is involved in an incident and multiple reports are needed, there shall be one primary report. All others shall be supplements to that primary report.
- D. Documentation of contacts or incidents may include one or more of the following: CAD generated calls for service, incident reports, field contacts, arrest reports, voluntary statements, traffic collision reports, property vouchers, uniform citation and complaint forms, criminal disposition reports, final disposition reports, and seized property inventories.
- E. Officers and/or dispatch personnel shall notify complainants of any actions taken, if appropriate or requested. Such notification should be made in a timely manner.
- F. Supervisory personnel shall ensure that proper action is taken when reports are made. Such action may include investigating complaints, documenting pertinent information, evaluating suggestions, correcting deficiencies, and/or referring matters to appropriate authorities.

#### **82.2.3 CASE NUMBERING SYSTEM**

The following procedure shall establish a case numbering system:

- A. The Department utilizes a single numbering series for all incident reports. A unique, sequential number shall be generated from the CAD system for each call for service. Each number shall utilize the current year as a prefix.
- B. When an incident report is required a report number shall be drawn and related to the event ID.
- C. The communications center personnel and officers are responsible for the assignment of event IDs and report numbers, if required.
- D. Arrest reports shall be linked to the corresponding incident report.

#### **82.2.4 REPORT AND RECORD DISTRIBUTION**

- A. The Department shall release complete records to other criminal justice agencies for official use, upon request.

- B. The Department shall release any document considered an open record to other university offices for official use, when it is deemed appropriate.
- C. All records requests shall be routed through the Records Department. The date and time the request was received shall be documented and copies of the records turned over to the requesting party shall be maintained in accordance with records retention schedules.
- D. Records requests that have the potential for litigation, are considered high-profile and/or contain sensitive information shall be directed to the Support Services Captain or designee.
- E. Non-criminal justice requests for records that are received after normal business hours shall be handled as soon as is reasonable during normal, non-holiday, business hours.
- F. Personnel information shall only be released at the direction of the Chief or an Assistant Chief. If the record, either whole or in part, is considered an open record under Wisconsin state law, the affected employee shall be notified prior to the release of the documentation. If the employee is requesting the release of the record, a signed release of information from that employee must accompany the request. Medical information, background investigation information, and personnel evaluations are examples of information that are not considered open records and should not be released without a signed authorization from the affected employee.
- G. Only the Chief of Police or designee may grant a request for the inspection of records or documents. Requests relating to Department policies and procedures and/or budget information shall be directed to the Chief or an Assistant Chief.
- H. Only official copies of reports out of the Records Management System should be released.

#### **82.2.5 PHONE/OTHER COMPLAINTS**

The following specifies the criteria for acceptance of crime and incident report information received by telephone, mail, internet, and/or other technologies:

- A. The preferred method of responding to a call for service is an on-scene response. Utilizing telephone reporting is not permissible in lieu of an on-scene response when an offense is in progress, suspects are known or seen, there are witnesses to be interviewed, there is physical evidence, the offense is part of another offense, or the event is life threatening.
- B. A complainant may initiate a call for service via telephone, mail, internet or other technology, but in most cases an officer should respond to the scene to follow up on the complaint. However, on occasion an on-scene response may not be practical or feasible. A phone report may be taken in the following cases:
  - 1. Where a legitimate law enforcement purpose requires a phone report, such as for informants confidential sources, or in confidential investigations;
  - 2. To relieve some undue hardship to the victim, complainant or other reporting person;
  - 3. The reporting person is out of Dane County;
  - 4. The reporting person is unable or unwilling to meet with an officer to file the report.
  - 5. The caller is only available for phone contact or may request phone contact.

#### **82.2.6 NAME AND SEX CLASSIFICATIONS FOR TGNC INDIVIDUALS FOR DATA PURPOSES**

- A. The electronic Records Management System used by the department uses the label “sex” and offers the options of “Female,” “Male,” and “Unknown.”
- B. A person’s name and sex will be classified for data purposes as it appears on the individual’s government-issued identification card.
- C. In the event a government-issued identification card is unavailable:
  - 1. If the officer has established identification or if the individual has identification on file at the Dane County Jail, the name and sex from that identification shall be used.

- C. The officer shall initially include the individual's legal name in the report narrative for purposes of identification/clarity, and shall thereafter refer to the individual in the report using their preferred name only.
- D. An alias including the individual's adopted name shall be added to RMS by the officer in the initial incident report.
- E. This section relates to data classification only, and shall not alter the transportation, searching or processing of individuals.