



# University of Wisconsin–Madison Police

**Policy: 82.2**

**SUBJECT: FIELD REPORTING AND MANAGEMENT**

**EFFECTIVE DATE: 06/01/10**

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## **POLICY:**

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

## **DEFINITIONS:**

“Field Contact” refers to a documented contact with an individual where an incident report is not required.

“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 an oral or written report.

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

## **PROCEDURE:**

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

The following procedures shall establish a field reporting system:

- A. Employees are to refer to the Wisconsin Department of Justice “Report Writing” manual 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. If required the officer shall complete a field contact, 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.
- B. 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 cards, Uniform Citations, warning forms, voluntary statements, and domestic abuse rights forms.
- C. A standard Wisconsin Motor Vehicle Accident Report (MV4000) form will be completed when a traffic crash occurs within the Department jurisdiction, the incident originates or terminates on a traffic way, involves at least one motor vehicle in transport, and results in any of the following:
  - 1. Injury or fatality of a person
  - 2. Total damage to one person's property to an apparent extent of \$1000 or more
  - 3. Damage to government-owned vehicles \$1000 or greater; all damage to government owned property to the apparent extent of \$200 or more.
- D. Officers responding to and investigating traffic collisions not meeting or exceeding the state level reporting guidelines shall conduct a non-reportable, driver information exchange form, even if the traffic collision involves a single vehicle/operator.

- E. Traffic crash MV4000 field reports shall include information required by the “Law Enforcement Officer’s Instruction Manual for Completing the Wisconsin Motor Vehicle Accident Report Form (MV4000).”
- F. Reports and forms completed in the field shall be turned in by the end of the officer’s shift. 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 incident report shall be completed correcting the error.
- G. Employees are to refer to the O.W.I. Detection and Standardized Field Sobriety Manual provided by the Wisconsin Department of Transportation for detailed instructions in completion of required O.W.I. processing forms. The following forms are utilized in O.W.I. processing:
  - 1. Informing the Accused
  - 2. Notice of Intent to Suspend/Revoke
  - 3. Alcoholic Influence Report
  - 4. Release to Responsible Party
- H. Employees are to refer to the police training and evaluation manual for detailed instructions in property lists or vouchers and domestic abuse paperwork completion.
- I. 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: 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.
- J. Before completing reports, officers should make detailed field notes. Officers should outline facts and circumstances before final report preparation, record all relevant facts, maintain accuracy, and remain objective.
- K. Officers shall type or dictate all reports before terminating their tour of duty (end of shift) unless they are authorized to complete them at a later time by the Officer-in-Charge or a supervisor. Reports must be completed and ready for supervisory approval before an officer starts his/her days off.
- L. When additional information is received concerning an investigation, a supplementary incident report will 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.
- M. Officers shall submit reports for supervisory approval. An incomplete or inadequate report will be electronically returned to the officer for correction. The returning supervisor will note the areas of inadequacy. The officer will make the necessary revisions prior to the end of shift, unless approved by a supervisor because of extenuating circumstances. Once approved, the records unit personnel shall process the report in a timely manner. Processing may include producing and forwarding copies, filing case documentation, recording report distribution, auditing information, and entering data into electronic files.

### **82.2.2 INCIDENT REPORTING**

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. If two or more persons report the same incident, only one event ID shall be drawn.
- C. If more than one officer is involved in an incident and multiple reports are needed, there will be one primary report. All others will be supplements to that primary report.
- D. Reports may include one or more of the following: C.A.D. generated calls for service, incident reports, field contacts, arrest reports, voluntary statements, traffic collision reports, property reports, 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, via telephone, via personal contact, email, or via mail.
- 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 C.A.D. 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.

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

The following shall establish procedures governing the distribution of reports and records:

- A. Approved reports will be forwarded electronically to the Records Section for processing and storage. The Records Section will ensure that police reports are distributed properly within the Department to the person or unit noted within the report.
- B. The Department will release complete records to other criminal justice agencies for official use upon request.
- C. The Department will release any document considered an open record to other university offices for official use.
- D. All routine records requests (i.e. copies of accident, non-criminal reports, and criminal reports after the suspect's initial appearance) should be forwarded to Records Manager or designee. All other requests for records of any kind should be directed to the Support Services Captain or the Administrative Captain. The date and time that the request is received should be documented and forwarded to the Personnel Lieutenant or Support Services Captain. 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.
- E. 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.
- F. 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 must be directed to the Chief or an assistant chief.
- G. 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, 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.