
Report Preparation

344.1 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 training and on-the-job training.

344.1.1 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 reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall 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.

344.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate department approved form unless otherwise approved by a supervisor.

344.2.1 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 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:
 1. Use of Force Policy

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2. Domestic Violence Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting 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., dispatch log).

344.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

- (a) Any use of force against any person by a member of this department (see the Use of Force Policy)
- (b) Any firearm discharge (see the Firearms Policy)
- (c) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)
- (d) Any found property or found evidence
- (e) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)
- (f) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy
- (g) All protective custody detentions
- (h) Suspicious incidents that may place the public or others at risk
- (i) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

344.2.3 DEATH CASES

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

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- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

344.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act by a City employee. Additionally, reports shall be taken involving damage to City property or City equipment. The watch commander or other supervisor will determine whether an administrative report, standard report with case number, or both is necessary.

344.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) Attempted suicide
- (b) The injury is major/serious, whereas death could result
- (c) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event

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.

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

344.2.7 USE OF CAD SEQUENCE NUMBERS

- (a) CAD Sequence Numbers / Incident Numbers will be used in place of officer generated reports when there is no workable suspect information for the following types of cases:
 1. Misdemeanor thefts: PC 488 / PC 490.5.
 2. Misdemeanor vandalism: PC 594(a)(1) with less than \$1000 damage with the exception of cases involving graffiti.
 3. Grand theft: PC 487.1 total loss less than \$1500.
 4. Trespass and unlawful entry: PC 602 / PC 603.
 5. Prowling: PC 647(i).
 6. Obscene or annoying phone calls: PC 653m
 7. Bomb threats: PC 148.1
 8. Vehicle burglaries.
 9. Theft of mail.

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- (b) For purposes of this policy, no workable suspect information means the victim and/or witnesses involved in the case are unable to supply information that would allow an officer to identify a suspect through follow-up investigation. For purposes of this policy, a valid California license plate number is considered workable suspect information.
- (c) Officers will take case numbers and not use Sequence Numbers in any of the following situations:
 - 1. All felonies with the exception of those felonies already indicated.
 - 2. Any crime of violence.
 - 3. Any crime with workable suspect information
 - 4. Any property crime where one or more of the items taken has serial numbers that can be entered into the Department's NCIC computer system.
 - 5. Any domestic violence situation.
 - 6. Any 594 PC involving graffiti.
 - 7. Any reports of lost items that are serialized or that has a unique inscription which can be entered into the Department of Justice Automated property System (PC 11108)
- (d) When dispatch receives a report of a call not in-progress, the dispatcher should ask the victim whether they want to talk to an officer or would like a phone report.
 - 1. If the victim advises that a phone report is satisfactory, the dispatcher should obtain the necessary information from the victim and issue them a Sequence Number / Incident Number.
 - 2. If the victim has suffered some type of property loss, for example, a theft or vandalism loss, the dispatcher should include the victim's estimate of loss and what was stolen or damaged in the CAD report.
 - 3. It is not necessary for the dispatcher to obtain any additional information from the victim that is not presently required before dispatching an officer.
- (e) If a victim reports that a crime is in-progress or requests that an officer respond, the dispatcher should dispatch the call per existing policy.
 - 1. When the officer clears the call, instead of receiving a case number, the officer should ask Dispatch for the CAD Sequence Number and provide the number to the victim instead of a report number.
 - 2. In a situation where the victim suffered a property loss, either through theft or vandalism, the officer shall advise Dispatch the amount of loss and what was stolen or damaged, and that information shall be placed into the CAD report.
- (f) Any employee issuing a Sequence Number shall advise the victim/subject that they need to maintain the Sequence Number / Incident Number and the date of the occurrence in order to obtain a CAD print out of the incident at a later date.
- (g) Employees shall not use CAD Sequence Numbers / Incident Numbers in place of criminal reports for any crime other than those specifically authorized by this policy.

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344.2.8 ALTERNATE REPORTING FOR VICTIMS

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

- (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.
 - 1. 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).

344.3 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.

344.3.1 GENERAL POLICY OF HANDWRITTEN, TYPED, AND DICTATED REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of reports should be typed and included in the ARS system.

Felony in-custody reports may be dictated. Other lengthy reports may be dictated with a supervisors approval. Supervisors may also approve dictation of a report for training purposes.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for departmental consistency.

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344.3.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

344.4 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete the report correction process as per established ARS procedures. The original report and the correction form should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

344.5 REPORT CHANGES OR ALTERATIONS

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

344.6 CRIME REPORTS AND COMMUNITY SERVICE OFFICERS

Community service officers are normally authorized to take the following types of reports:

- PC 488 and PC 487
- PC 653m
- PC 594
- Found Property
- Runaway Juveniles (RAJ's)
- Missing persons (non-critical)
- Abandoned Vehicles
- CVC 10851 (GTA) and 10851 recoveries
- Lost/stolen license plates
- Parking violations
- Non-injury Traffic Collision's (TC's)
- PC 476 and PC 470
- PC 530.5
- PC 459 vehicles and residential
- Other reports as directed by a supervisor
- Supplemental reports to all previously mentioned report types

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In addition, CSO's may take reports that include suspect information in those cases in which there will be no immediate follow up by the CSO that will place them in any danger whatsoever of coming into contact with a suspect.

If a suspect resides in Fontana or one of our neighboring jurisdictions, a CSO should not be dispatched to take a report with suspect information. Due to the fact that a patrol officer would be able to continue on with a follow up investigation and possibly contact and arrest the suspect, the report should be assigned to a patrol officer or other sworn member of the department in these cases.

The safety of the CSO in these cases is our primary concern and if information develops that indicates it is unsafe for the CSO to gather and report the suspect information, the CSO should immediately bring that to the attention of a supervisor and the report should be reassigned to a patrol officer or other sworn member of the department most suited to handle the report.