
Report Preparation

322.1 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.

322.1.1 REPORT PREPARATION

Employees should ensure 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 should not be held. Arrest reports where the suspect remains in custody shall not be held.

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.

322.2 REQUIRED REPORTING

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

322.2.1 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
 2. Domestic Violence Policy
 3. Child Abuse Policy
 4. Adult Abuse Policy
 5. Hate Crimes Policy
 6. Suspicious Activity Reporting Policy

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- (e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented in the comments of the call when entering the call disposition into the MDC.

322.2.2 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

322.2.3 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.
- (d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
- (e) Found dead bodies or body parts.

322.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

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322.2.5 MISCELLANEOUS INJURIES

Any injury 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.

322.2.6 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.

322.2.7 ALTERNATE REPORTING FOR VICTIMS

Reports may be submitted by the public via E-Reporting or the Telephone Reporting Unit:

- (a) Reporting criteria for reports accepted by the Telephone Reporting Unit:
 - 1. There are no serious injuries or imminent danger
 - 2. The incident is NOT in progress
 - 3. The incident has NOT just occurred, to the point where immediate response by an officer would be advantageous
 - 4. There is no suspect(s) to be interviewed
 - 5. The incident is NOT a multi-victim vehicle burglary
 - 6. The incident involves a stolen vehicle and the reporting person is the registered owner, the last driver of the vehicle and has a valid California Driver's License
 - 7. There is no language barrier
 - 8. The report involves a missing adult and there are no unusual circumstances
 - 9. The report involves a missing juvenile who has been reported missing in the past and is over the age of 12
 - 10. The reporting party is receptive to making their report over the telephone
- (b) Reporting criteria for reports accepted via E-Reporting:
 - 1. The incident is NOT an emergency
 - 2. The reporting party has a form of governmental issued identification
 - 3. The reporting party has an email address
 - 4. The incident being reported occurred within the Santa Ana City limits or they live in the City of Santa Ana and are reporting Identity Theft
 - 5. The incident does NOT involve a stolen vehicle.
 - 6. The incident is NOT a commercial or residential burglary

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- (c) The following are examples of incident which may be reported via E-Reporting or the Telephone Reporting Unit:
1. Misdemeanor thefts of property, other than firearms or materials that threaten public safety, when there is no suspect information. Misdemeanor vandalism with no suspect information and no hate crime implications.
 2. Vehicle burglaries with no suspect information or evidence.
 3. Stolen vehicle attempts with no suspect information or evidence.
 4. Annoying telephone calls with no suspect information.
 5. Identity theft without an identifiable suspect.
 6. Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.
 7. Hit-and-run vehicle collisions with no suspect or suspect vehicle.
 8. 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).

322.3 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.

322.4 REPORT APPROVAL

All police reports require a sergeants approval except for the following, which may be approved by the Station Supervisor or a Corporal:

- (a) Warrant Arrests
- (b) Information Reports
- (c) All Officer-Involved Shooting (OIS) related reports will be approved by the Crimes Against Person (CAP) Sergeant
- (d) All Homicide related reports will be approved by the Crimes Against Person (CAP) Sergeant

All reports shall be approved by the supervisor's end of watch. If the report will require the officer's immediate supervisor to remain past the end of watch, the supervisor will notify the Watch Commander as to the factual circumstances involved in the case. The Watch Commander may review and approve the officer's report when completed or direct another supervisor to handle

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prior to the officer's end of watch. In the event the authoring member's sergeant is not available to approve the report, the authoring member shall seek out another sergeant to approve the report.

322.5 REPORT CORRECTIONS

The approving supervisor shall review reports for content and accuracy. If a correction is necessary, the approving supervisor shall reject the report in the Records Management System and state the reason for the rejection in the comments section. It shall be the responsibility of the originating officer to ensure that any report returned for correction is processed in a timely manner.

322.6 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and electronically submitted to the Records Division for filing and distribution shall not be modified or altered, in any way, except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Division may be corrected or modified by the authoring officer only with the knowledge and authorization of the reviewing supervisor.

322.7 ELECTRONIC SIGNATURES

The Santa Ana Police Department has established an electronic signature procedure for use by all employees of the Department. The Field Operations Bureau Division Commander shall be responsible for maintaining the electronic signature system and ensuring that each employee creates a unique, confidential password for his/her electronic signature.

- Employees may only use their electronic signature for official reports or other official communications.
- Each employee shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.