

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>41.10 Police Reports-Completion, Submission, Approval and Distribution</b>			
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## I. PURPOSE

The purpose of this policy is to establish criteria for the preparation, submission, approval, and distribution of police reports.

## II. POLICY

It is the policy of the Kenosha Police Department to document reported and suspected crimes and criminal activity occurring within its jurisdiction. Additionally, certain non-criminal events, situations, and circumstances will also be documented.

Employees will conduct a thorough, comprehensive, and complete preliminary investigation. Employees will complete any and all additional paperwork required.

Supervisors will review, approve and route the paperwork to the appropriate division, court or agency.

## III. PROCEDURE

### A. Documentation of Crime or Criminal Activity

1. When responding to a call concerning an alleged crime, the assigned employee will conduct an investigation which will include, but is not limited to, completing a detailed report, obtaining witness/victim statements, canvassing the neighborhood, processing or have the scene processed and ensuring all pertinent evidence is collected.
2. The employee taking the information should complete the initial report as soon as possible. Generally, the report shall be completed before the end of the employee's tour of duty.
3. Incident and supplemental reports may be completed either on the computerized reporting system, typed, or written by hand (black or blue ink). A hard copy of all reports including associated documents or attachments shall be submitted to a supervisor for approval and distribution.
4. Crimes and Criminal Activity that would require a report include but are not limited to:
  - ◆ All felony crimes
  - ◆ Personal injury crimes
  - ◆ Domestic violence/abuse crimes and/or incidents

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- ◆ Elder abuse
- ◆ Child abuse
- ◆ Abused or neglected children and abused unborn children as to comply with Wisconsin Statute 48.981
- ◆ Sexual assault and/or abuse
- ◆ Homicides
- ◆ Batteries
- ◆ Kidnapping
- ◆ Stalking
- ◆ Property crimes
- ◆ Burglaries
- ◆ Robberies
- ◆ Arson
- ◆ Other crimes not listed

5. In addition to crimes, the following activities, events and situations will require an incident report:
  - ◆ Any personal injury or which might result in liability or claim against the city
  - ◆ All drowning incidents or near drowning incidents
  - ◆ All suicides or attempted suicides
  - ◆ Major transportation, industrial, or chemical spills or accidents
  - ◆ Found property
  - ◆ Any injury of questionable nature
  - ◆ Anytime an individual is taken into protective custody, i.e. Chapter 51 Emergency Detention
  - ◆ Seizure of any property
  - ◆ Whenever ordered by a supervisor or when the employee feels the event, situation, or circumstances should be documented
  - ◆ Hit and Run Accidents

#### B. Supervisor Responsibility

1. It is Department policy that a supervisor reviews all Accidents Reports, Citations, Arrest, Incident and other miscellaneous reports. The Supervisor shall check all documents for completeness, accuracy, neatness, spelling and grammar. The Supervisor will ensure that all related documents are complete and included. These additional forms include but are not limited to:
  - ◆ Domestic violence/abuse
  - ◆ Witness statements
  - ◆ Waiver of Rights
  - ◆ Pepper spray
  - ◆ Medical release
  - ◆ Probable cause
  - ◆ Property loss
2. In the event that a report is submitted that is incomplete, incorrect, or requires additional documentation the report will be given back to the officer to be corrected. That correction will take place in a timely manner.

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3. If the report involves a matter that will go to Municipal Court and no further investigation is required, all copies of the report will be stamped, MUNICIPAL COURT, and a copy of the report and Municipal Court Citation shall be left for the Municipal Court Officer.
4. If the report involves an arrest that will go to the Circuit Court all copies of the report will be stamped, CIRCUIT COURT, and a copy forwarded to the Investigation Bureau and/or Circuit Court Traffic Officer.
5. The stamp shall be placed on the report in a location that will cover the least amount of writing, preferably in the narrative section, on the last few lines. The stamps will be kept at the Patrol Operations Office desk. These stamps include but are not limited to:
  - ◆ Circuit Court
  - ◆ Municipal Court
  - ◆ In Jail
  - ◆ Juvenile
6. Reports that require additional criminal investigation will be referred to the Investigations Bureau.
7. Reports written in the Safety Building will be written in the Report Writing/Break Room, patrol workstation, or another designated area.