



California State University, Los Angeles
Department of Public Safety

NUMBER: II-5 APPROVED: _____
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 4/19/2007 Reviewed/Revised: January 31, 2010

SUBJECT: **Field Reporting and Management**

I. PURPOSE:

The purpose of this policy is to establish a field-reporting system designed to familiarize personnel with departmental forms and reports. The intent is to identify reports; provide information pertaining to departmental forms and reports, and their uses and steps for completion. Nothing in this Department Order is intended to cause an employee to exclude information of an incident or action. Officers will complete and format all written reports in accordance with Department Order IV-38, as well as the guidelines established within this Department Order.

II. POLICY:

It is the policy of this department to provide detailed and accurate information in all reported incidents, which are reported by sworn and non-sworn employees. Employees shall follow the report writing rules and guidelines described in the order.

III. DEFINITIONS:

- A. Case Numbering System. A single numbering series employed for all incidents of law enforcement services provided.
- B. Comprehensive Reporting System. The documentation of citizen reports of crimes and incidents, complaints – non-criminal and criminal, arrests, citations, and summonses.
- C. Field Reporting System. The forms and automated systems used to document events and crimes, includes offense reports, supplemental reports, traffic accident forms, arrest reports, and miscellaneous forms/documents.

IV. PROCEDURES:

- A. The following guidelines shall be used to indicate when reports must be written:
 - 1. A citizen reports a crime;
 - 2. A member of the Department of Public Safety becomes aware of an incident involving a victim;
 - 3. When property damage occurs;
 - 4. Any incident wherein a permanent record is required by law or policy; or

5. At the discretion of the officer and/or Watch Commander, who indicates that a report is necessary.
- B. Officer(s) shall use the proper form in each situation that requires a report. The following forms are to be used in field reporting.
1. Automated Records Management System (ARMS) Case Management Report, to include:
 - a. Add name(s);
 - b. Arrest Log Information section of name entry;
 - c. Contact Information/Vehicle section;
 - d. Unknown suspect(s); and,
 - e. Photograph (if available).
 2. ARMS Property/Evidence Section.
 3. CSULA's Evidence/Property.
 4. CSULA's Evidence/Property Continuation.
 5. Arrest Report.
 6. Field Release Citation.
 7. Statement form.
 8. Certificate of Release.
 9. Los Angeles County Sheriff's Booking Slip (if appropriate).
 10. Additional Charges form.
 11. Miranda Card.
 12. Fingerprint Card.
 13. Private Person's Arrest.
 14. DMV – Alcohol Forms.
 15. DMV – DUI/Influence Drug Evaluation Forms.
 16. CSULA's Victim Advocacy brochure (D.O. Form IV-19B)—report receipt.
 17. ARMS Supplemental Report.
 18. ARMS Follow-up Report.
 19. Missing Person Reporting form.
 20. CSU Hate Violence Occurrence form.
 21. Temporary Restraining Order Instructions.
 22. Application for Emergency Protective Order.
 23. Regional Bicycle Report.
 24. Traffic Citation.
 25. Citation Correction Request.
 26. DMV Verbal Notice by Peace Officer.
 27. Juvenile Citation Checklist.
 28. Juvenile Hall Entrance Record.
 29. Juvenile Petition Request.
 30. The Gladys R. Requirement.
 31. Child Abuse Report.
 32. CSULA's Use of Force Report.
 33. California DOJ's Oleoresin Capsicum (OC) Application Report.
 34. California Highway Patrol's Pursuit Report (CHP 187).
 35. CHP 555 Traffic Collision Report – Property Damage Only.
 36. CHP Traffic Collision Report – Page 1.

37. CHP Traffic Collision Report/Injured/Witnesses/Passengers.
 38. CHP Factual Diagram.
 39. CHP Narrative Supplemental.
 40. CHP 180 Vehicle Report.
 41. State of California Vehicle Accident Report.
 42. Field Interview Card.
 43. Request for Confidentiality of Information.
 44. Critical Incident Log.
 45. Notice To Party Accepting Vehicle.
- C. Officers are required to be as thorough as possible when interviewing an individual and ascertain complete information during a preliminary investigation for their initial report. Field Reports are required (but not limited) to contain as much of the following information that is available:
1. An ARMS case number, also known as an incident (IR), crime (CR), or department record (DR) number. This number is assigned by the on-duty Dispatcher.
 2. Accurate date and time of report and occurrence.
 3. Accurate location(s) and location detail(s) to include apartment or room numbers.
 4. Accurate spelling of complete name(s) to include middle names or initials and prefixes as appropriate such as Jr., Sr., III, Dr. etc., for all involved parties.
 5. Date(s) of Birth.
 6. Physical description(s).
 7. Accurate crime(s) or incident(s) codes (for example a strong arm carjacking that resulted in a pursuit and use of force would have three codes indicated on the ribbon line of the ARMS report i.e., CARJS, PRSUIT, and FORCE).
 8. Complete listing of all property and/or evidence.
 9. Complete information on all vehicle(s) involved in the incident.
- D. In an incident in which an arrest is made, the reporting officer shall complete the appropriate report which shall include:
1. The elements constituting the offense.
 2. A complete documentation of reasonable-cause to arrest.
 3. A complete description of all physical evidence, where it was found and its disposition.
 4. A complete listing of all suspects, including whether or not they are in custody.
- E. The following procedures are to be followed in completing field reports:
1. Accuracy. Employees are expected to make every effort to assure that reports are accurate (without error) and factual (supported by evidence).

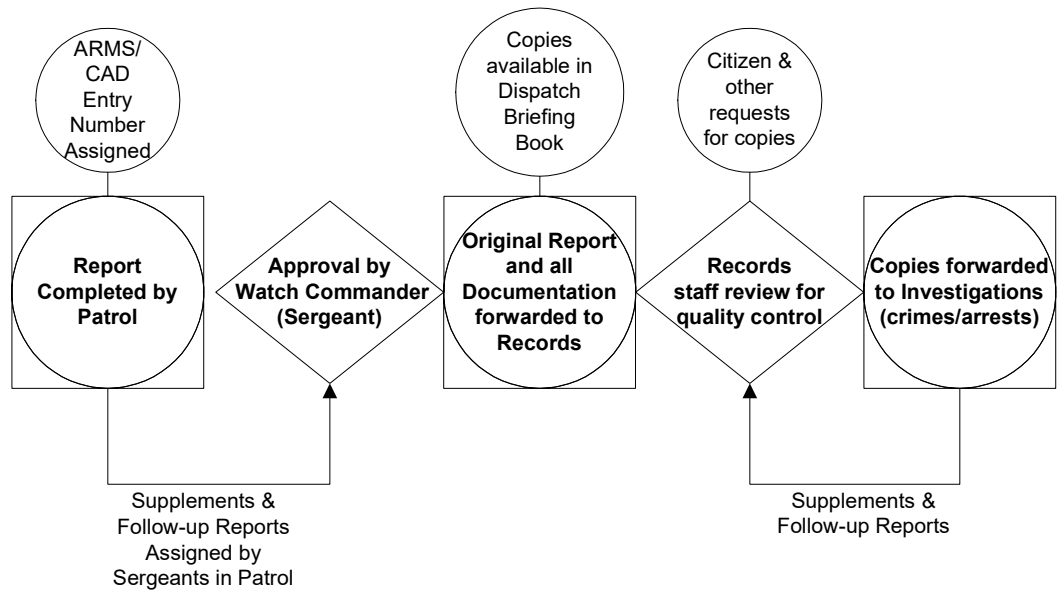
- Accurate names, addresses, dates and times, etc., are absolutely essential to a good report.
 - When opinions and conclusions are necessary, they shall be labeled as such.
2. Clarity. Employees shall take particular care to prepare reports, which are clear and understandable.
 - Reports shall not be written in such a way that they are likely to be misinterpreted by different readers.
 - Employees shall avoid the use of vague or ambiguous words, which are likely to mislead or confuse the reader of the report.
 3. Completeness. Reports shall fully document details of the investigation. A complete report will tell the reader everything known about the incident, and document the assigned and assisting officers' activity during all stages of the investigation.
 4. Conciseness. A report is concise when the full message is provided in as few words as possible.
 - When useless words are eliminated, the report will be shorter and more direct; essential words will stand out.
 - Avoid repetition but do not omit relevant information.
 5. Objectivity. Reports shall be written in such a manner that they do not reflect the personal opinions of the writer.
 - Reports shall be impartial, unbiased, and unemotional.
 - Except when clearly appropriate, opinions and conclusions should not be present in the report.
 - Employees should not make statements regarding the veracity or character of witnesses, victims or suspects except as necessary to disprove the filing of a criminal report.
 - No report shall include words or phrases, which belittle, ridicule or humiliate persons, groups, or institutions unless the words or phrases are material to the incident or complaint being investigated.
 6. Legibility. Any written reports shall be neat and legible.
 - Reports which are illegible fail to serve their purpose and are a waste of time and effort.
 - Employees are expected to write their reports in a legible manner.
 7. Grammatical and Structural Correctness. Employees shall avoid the use of police jargon and phraseology when writing reports. Reports shall be written in a clear, natural writing style using first person/past tense, so that they will be understandable and of use to individuals both inside and outside of the law enforcement environment.

8. Timely – Reports shall be written in a timely fashion and without unnecessary delay.
 - Report Holds on routine reports may be requested.
 - Report Holds carry over the writing of the report by the officer to the next day, provided the officer is on-duty the next day.
 - Report holds are subject to approval by the on-duty Watch Commander.
- F. Procedures for submitting, reviewing and processing field reports:
1. Upon completion of an ARMS Case Management report, and any handwritten report required for completing the report, the package shall then be placed in the Sergeant's "To Be Approved" box located in the Equipment Room.
 2. Reports require supervisory review to ensure specific procedures are being followed as required.
 3. The on-duty Sergeant, or if there is no on-duty Sergeant at the time of the report, the on-coming Sergeant shall review the report documents and if satisfactory, approve such reports in the ARMS system.
 4. Upon approval, that Sergeant shall print the ARMS report(s) and place their signature of approval on the ARMS and any handwritten reports, assemble reports accordingly, and forward them to the Records Office for processing.
 5. Upon rejection of a report, the Sergeant shall contact the reporting officer to make any required corrections in ARMS prior to approval. Once completed, the Sergeant shall repeat steps 2 and 3.
 6. The Records Office shall provide a quality control check of the report to insure that appropriate crime and incident codes have been used and for completeness.
 7. The Records Office shall enter pertinent data from the reports into any additional record -keeping databases, copy and distribute reports as appropriate, and secure the original report in an appropriate file.
- G. Reporting Requirements – The following categories of incidents shall require a written report and be assigned an incident report number in the ARMS/CAD system unless otherwise indicated:
1. Citizen reports of criminal activity.
 2. Citizen complaints – shall be directed to the on-duty Watch Commander or duty Command Officer for action. A copy of such complaint and subsequent action shall be forwarded to the Chief of

- Police to be placed in the Citizen Complaint Log and investigated as appropriate.
3. Incidents resulting in an employee being dispatched or assigned shall result in an ARMS/CAD entry with a corresponding sequence number, and depending on the situation, a report number may also be assigned.
 4. Criminal and non-criminal cases initiated by law enforcement employees; and,
 5. Incidents involving arrests, citations, or summonses shall result in an ARMS/CAD entry, followed by a Case Management entry and/or when appropriate a moving citation entry.
- H. Case numbering system via the Automated Records Management System accomplishes the assignment of a unique number to every case.
1. A single numbering series is employed for all law enforcement reports including criminal investigations, traffic collisions and miscellaneous calls for law enforcement service.
 2. Case numbers are six digits in length. The first two digits represent the year such as 99 or 00 and the next five digits are sequential numbers automatically assigned by the ARMS system beginning each January 1st.
- I. The distribution of reports and accompanying records.
1. The Watch Commander may request that an incident report or record be distributed to a specific division within the department or to an agency outside of the department, for further follow-up and investigation provided such distribution falls within the appropriate Records Release of Information requirement. The following distribution list is to serve as an example only:
 - a. Incident Report (example: Broken Water Main) – Facilities upon request
 - b. Arson Report – DOJ and State Fire Marshall
 - c. Crime Reports – Investigations and “Reports” book in Dispatch for police officer use (located in Equipment Room)
 - d. Arrest Reports – Investigations Sergeant and “Reports” book in Dispatch for police officer use (located in Equipment Room)
 - e. Verbal Notice by Peace Officer – DMV
 - f. Traffic Collision Reports – CHP (once per month)
 - g. State Vehicle Accident – CSULA Auto Shop
 - h. State Occupational Accident – Environmental Health and Safety
 2. A copy of all police reports are forwarded to the Investigations Unit.
 3. Arrest reports are copied, assembled and personally delivered to the Investigative Sergeant for the assignment of an investigator.

4. A CSULA University Police Report Request form is required to be filled out by citizens, members of the campus community, or outside agencies requesting copies of reports. A small processing fee of \$15.00 is charged to insurance companies and citizens. Students, staff and faculty pay \$5.00. Copies of reports are provided free of charge to other law enforcement agencies.

5. Distribution of Reports and Records Flow-Chart:



V. APPENDICES:

A. Written Reports Detailed Flowchart.

Written Reports Detailed Flowchart

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Los Angeles
Police Department

