

Medina Police Department

Subject: Reporting Procedures	Policy Number: 4060	Reporting Procedures 4060
Reference: Law Enforcement Code of Ethics	Pages: 2	
Personnel: Sworn and Non-Sworn Personnel		
Issue Date: 01-01-04	Revised Date: 11-17-2020	

4060.1 - OFFENSE/INCIDENT REPORT

The Offense/Incident (O/I) report contains the original information received by the responding officer.

An Offense/Incident report will be used to record information which is developed or received by any member of the department. This original information will be entered into the electronic records management system and a primary case number is generated.

An Offense/Incident Report must be filed in all misdemeanor, gross misdemeanor, and felony cases.

A signature from the person reporting is required in missing persons, runaway juveniles, and auto thefts. (See Dynaforms)

4060.2 - INVESTIGATIVE ACTION REPORT – SUPPLEMENTAL

Members of the department are required to prepare and submit an investigative action report in all situations where actions should be recorded, or information forwarded, which is not covered in the original Offense/Incident report, whether a current or previous case and whether or not the member was dispatched to the scene, or took any related action.

A supplemental report will be completed as needed.

4060.3 - REPORT CONTENT

Language should be understandable, accurate, and concise.

- A. Foul/abusive language should only be quoted to describe another's actions, i.e. an arrested person.
- B. Names and difficult word spellings should be checked for accuracy.
- C. Reports will be returned to the responsible officer for correction if needed.
All reports will be dictated or type-written into the records management system.
- D. All names, addresses, phone numbers (private or businesses) must be complete, when possible.

E. Reports must accurately reflect situations investigated by the officer(s) on the scene.

4060.4 - OFFENSE/INCIDENT CONTROL POINT

All original Offense/Incident reports will be submitted to the administrative assistant for processing.

All reports and supplements should be submitted prior to the end of the officer's scheduled shift.

If the officer is unable to complete the report by the end of his/her shift, the summary field must be completed.

After reports have been completed, reviewed, processed, and approved, they will be closed or disseminated.

4050.5 - SUPERVISORY REVIEW

Written reports must be useful to persons other than the writer, and should be a word picture about what occurred. It must be used to describe a wide variety of actions, and become an official statement of facts. Therefore, supervisors must adhere to the following when collecting, reviewing, and approving reports:

- A. Collect written reports directly from field personnel throughout tours of duty, in order to avoid a backlog and to provide appropriate coaching.
- B. Review reports generated by assigned personnel and verify information whenever possible.
- C. Require correction of errors or omissions noted during the review process prior to approving reports, will be sent back to the officer for corrections, except citations issued for petty misdemeanor, verbal and written warnings, general patrols and house/business checks
- D. After the review process is completed, the report will be forwarded for processing as needed.