
 Cambridge Police Department	POLICY & PROCEDURES		No. 315
	Subject/Title: Incident Reporting Guidelines		
	Issuing Authority:  Robert C. Haas Police Commissioner	Issue Date: January 22, 2010	Effective Date: January 23, 2010
		Review Date:	Rescinds:
References/ Attachments:	Accreditation Standards: 82.2.1; 82.2.2; 82.2.3; & 82.3.2		

I. PURPOSE:

This directive has been designed to establish the guidelines to be used by officers of this department in determining when to complete police reports and the procedures for how police reports will be recorded, reviewed, filed, and disseminated.

II. POLICY:

It is the responsibility of each and every officer to be thoroughly familiar with the procedures established within this directive as it relates to the initiation, completion, submission, review and dissemination of the various report formats that will be used by this department. It is the policy of this department that:

- Police reports will be completed on all incidents pursuant to the Massachusetts General Laws; and
- Police reports will be completed on those incidents, events, activities, and investigations as directed by this set of guidelines.
- Police reports will not be released to the press or the public by any individual of the department, unless the report has been approved for release after having been reviewed by the Legal Advisor in accordance established law and departmental procedures, or approved by a commanding officer of this department (shift commander or above).
- Police reports requested by the Middlesex County District Attorney's Office or other state or federal law enforcement agencies will be released upon the approval of the Legal Advisor or a commanding officer of this department (shift commander or above).

III. GENERAL OVERVIEW OF THE INCIDENT REPORTING SYSTEM:

The department's Incident Reporting System is designed to accomplish a number of objectives that go far beyond simply documenting an incident, event, activity, or investigation. The report formats have been designed to facilitate officers during the course of their investigations, and to serve as a reminder as to the type of information that should be obtained and incorporated into a police report. The report formats have also been designed to facilitate the department in the proper dissemination of information between the different operational components of the department. The Incident Reporting System is designed to accomplish the following:

1. Provide a system whereby officers have the means to document their investigative efforts and the actions they took in response to an incident or situation.
2. The police report serves as a permanent record that will often demonstrate that the officers involved in an incident or situation acted appropriately and in accordance with the law and department practices.
3. Provide for a comprehensive review process and submitted police reports.
4. Provide supervisory officers with the ability to review and approve the final version of police reports.
5. Establish a system that identifies incidents that require follow-up investigation; the reports can be identified and referred for follow up action.
6. Provide a means where follow-up action and continued investigative efforts will be documented and monitored by supervisory personnel.
7. Provide an established standard for the reporting of incidents.
8. Provide a systematic method whereby vital and critical information can be stored, analyzed and retained for future applications.
9. Serve as an official record that is not only used in court and court proceedings, but may be used for a variety of official purposes.
10. Provide a mechanism for storing data that can be used for analytical purposes.

The Incident Report form will be used to document an officer's actions and investigative effort as they relate to any incident or situation that requires an officer to do more than simply document a receipt of a call for service or when an officer takes some minor action to resolve a situation or minor complaint. Other types of report forms are used to capture special types of investigations, such as a motor vehicle collisions, arrest reports, or incidents involving juvenile offenders. The reporting system is also designed to

capture and catalog the actions of other officers who may have been involved in the incident, and to allow for follow up action when the report has been referred to another unit. These additional or follow up reports are referred to as Supplemental Reports. It is imperative that officers strive to obtain pertinent information from all parties involved in an incident to ensure proper documentation and a complete, impartial accounting of what transpired.

Aside from providing complete and accurate documentation of an incident, the accurate and complete recording of persons connected with the incident is vitally important. The only way to effectively retrieve information about individuals is to be sure they have been connected to the Master Name Index (MNI). When the names of principals are entered into MNI, the department will have a complete and accurate involvement history and this information can be used to associated names and incidents. The same concept holds true for entering vehicular information and plate numbers, as well their property in their respective fields.

IV. DEFINITIONS:

- A. **Incident:** For purposes of this set of guidelines, an incident is defined as any event that requires law enforcement action, documentation, or dispatching of agency personnel in response to citizens' request for law enforcement services. This includes any incident, whether criminal or non-criminal, which involves a police response to the scene, an investigation, or the preparation of an oral or written report.
- B. **NIBRS – National Incident Based Reporting:** The National Incident Based Reporting System (NIBRS) is an incident-based reporting system for crimes known to the police. For each crime incident coming to the attention of law enforcement, a variety of data is collected about the incident. These data include: the nature and types of specific offenses in the incident; characteristics of the victim(s) and offender(s); types and value of property stolen and recovered; and characteristics of persons arrested in connection with a crime incident.

Incident-based data provide an extremely large amount of information about crime. The information is also organized in complex ways, reflecting the many different aspects of a crime incident. Therefore this web site provides a Resource Guide for learning about, accessing and using NIBRS data.

- C. **CAD – Computer Aided Dispatch:** The Computer Aided Dispatch (CAD) system is the entry point for all calls for service that are directed through the Emergency Communications Center (ECC). It is the starting point for police generated calls for services that are tracked through a sequential numbering

system. In certain instances, the computer-generated CAD number will serve as the only record for a call for service that does not lead to a police report.

- D. RMS – Records Management System:** The Records Management System refers to the police department’s software system that keeps track of all records that are generated by the police department. The Cambridge Police Department uses Q.E.D. as its automated Records Management System.

V. PROCEDRES:

- A. Incident Numbering System:**¹ The department maintains a computer-generated incident numbering system. A unique incident number is generated and assigned to document calls for service, initiated activity, investigations, directed patrol activity, administrative functions, and other police activities. The numbering system is broken down into two general categories:
1. *CAD Numbering System:* The CAD number is the sequential computer-generated number that is initially assigned to any call for service or police generated activity that comes through the Emergency Communications Center (ECC). At times this will be the only number that is assigned to a specific activity, event, or incident, which generally does not require a police report. Generally speaking, those activities that are simply recorded through the ECC will have case notes that are received by the ECC personnel, and will suffice as a police record.
 2. *RMS or File Numbering System:* The RMS or File number is a unique, sequentially computer-generated number that is assigned to an incident that will result in a police report. This number is assigned in addition to the CAD number, which must precede any RMS or File number. The File number is a 7 digit number, which serves as the primary reference number for a police incident report and all other supplementary reports associated with a specific incident (Supplementary reports will be sequentially numbered with an attached number).
 3. The incident report or file number is the foundation for all police record keeping activity. The incident report or file number is linked to arrests,

¹CALEA Std. 82.2.3: A written directive requires the reporting of every incident in one or more of the following categories if the incident is alleged to have occurred in the agency’s service area:

- a. Citizen reports of crimes;
- b. Citizen complaints;
- c. Incidents resulting in an employee being dispatched or assigned;
- d. Criminal and non-criminal cases initiated by law enforcement employees; and
- e. Incidents involving arrests, citations, or summonses.

citations, court property and evidence, accidents, and other record management functions within the records management system.

B. Assigning CAD Numbers – Log Entries: The initiation of a CAD number or log entry is a function of the Emergency Communications Center (ECC). ECC personnel will create a CAD number in response to police calls for service, police operational activities (e.g., directed patrol activity, motor vehicle stops, and other officer initiated activities), or administrative activities. For more information, see ECC’s policy on the generation of CAD numbers. CAD number or log entries shall be created for the following types of situations:²

1. Citizen initiated reports or calls for service, to include the following:
 - a. Citizen reports of crimes:
 - b. Citizen request for service or assistance; or
 - c. Calls for service whenever a public safety employee is dispatched or assigned.
 - d. Criminal and non-criminal cases that are initiated by members of the department;
 - e. Incidents involving arrests, citations, summons, and other law enforcement activities; or
 - f. Situations when members of the department want to identify activity they may be engaged in, which will also capture the time of such engagement and any information relative to that activity or situation.
2. Directed police activities:
 - a. Process service (i.e., arrest warrants, restraining orders, execution of Involuntary Hospitalization orders, other court orders, etc.);
 - b. Notifications or well being checks;
 - c. Prisoners transports and other forms of conveyances; and

²² CALEA Std.: **82.2.2** – A written directive requires the reporting of every incident in one or more of the following categories if the incident is alleged to have occurred in the agency’s service area:

- a. Citizen reports of crimes;
 - b. Citizen complaints;
 - c. Incidents resulting in an employee being dispatched or assigned;
 - d. Criminal and noncriminal cases initiated by law enforcement employees; and
 - e. Incidents involving arrests, citations, or summons.
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- d. Directed patrol activities (both assigned and officer initiated).
3. Administrative activities:
 - a. Fingerprinting for administrative purposes (i.e., gun licensing, background checks, adoption applications, employment applications, etc.);
 - b. Asset forfeitures; or
 - c. Equipment failures or damage.
 4. Any other incident or situation where documentation is prudent, requested by an employee, or directed by a supervisor.
- C. Information Contained in a CAD Entry:** Whenever a CAD entry is created, the following information should be captured as part of the CAD at a minimum (for the actual mechanics of creating and updating a CAD entry, please refer to ECC's procedural guidelines):³
1. All CAD entries will be classified as to the type of call for service or police related activity;
 2. All CAD entries will capture the exact location of the call for service or police related activity;
 3. The police personnel who are assigned to respond to the incident;
 4. The time when the CAD was first created, the time when police personnel are assigned or engaged in the activity, the time when police personnel arrive at the location, and the time when police personnel clear from the incident;
 5. All CAD entries will include the information that is captured by the call-taker and the information that was provided to police personnel by the dispatcher;
 6. All CAD entries will capture the information that is conveyed via police radio transmissions and/or telephone communications;
 7. All CAD entries will capture how the situation was resolved or closed out. This should include the information that police officers are communicating back to the ECC, and for more detailed information those entries made by the officers in the CAD Notes.

³ CALEA Std: **82.3.2:** *The agency maintains records to include, at a minimum:*

- a. *Service calls and crimes by type;*
- b. *Service calls and crimes by location; and*
- c. *Stolen, found, recorded, and evidentiary property files.*

8. Any information pertaining to property that may be taken into police custody, including stolen, found, recovered, and evidence will be documented in the associated police report and associated state or department forms.

D. Incidents Requiring Police Incident Reports: Many police responses require more than just a CAD entry due to the nature of the incident, or because a police report is required by statute. In some situations, although not required, preparing a police report is simply a good and sound practice, often relying upon the judgment of a police officer and/or his/her supervisor. Many times the report serves to describe a dispute that cannot be fully resolved; identify and describe the officer's actions; protect an individual's civil rights, when there is a chance of future litigation; or simply provides a public service. Officers will be required to complete a police incident report for the one or more of following types of incidents or circumstances:⁴

1. Arrests (including warrant arrests);
2. Persons taken into Protective Custody when they are going to be detained at the police station. Officers will complete a police report in these situations whenever there are extenuating circumstances, or when directed to do so by a supervisor (also refer to department policy entitled, **#670 – Protective Custody**).
3. Incidents when an officer engages in an investigative detention (apart from a motor vehicle stop for a motor vehicle violation, unless the situation involves in an arrest or when in the officer's discretion it is prudent to complete a police incident report);⁵
4. Any report of criminal activity or other violation of the law or municipal code, or when there is an indication that a person or persons may be engaged in criminal activity, regardless of whether the victim is desirous of having a police report filed;⁶

⁴ CALEA Std.: **82.2.1:** *A written directive establishes a field-reporting system, to include:*

- a. *Guidelines to indicate when reports must be written;*
- b. *Forms to be used in field reporting;*
- c. *Information required in field reports;*
- d. *Procedures to be followed in completing field reports; and*
- e. *Procedures for submitting, processing, and supervisory review of field reports.*

⁵ Also refer to the policy entitled, **#423 – Field Interviews and Observations** or Interrogations when it might be appropriate to capture this information as part of a Field Interview form.

⁶ For purposes of this policy the report of crime or other violation of the law (apart from motor vehicle violations) means whether the crime or violation of the law actually occurred.

5. Motor vehicle crashes in which case the report will be filed on the Commonwealth’s “*Motor Vehicle Collision Report*” in the following situations:⁷
 - a. Where the damage to any one vehicle exceeds \$1,000 or there is an injury to any person;
 - b. Whenever the parties involved in the crash are insistent that a police report be completed;
 - c. Whenever the collision involves a pedestrian or bicyclist (regardless of whether are any injuries);
 - d. Whenever the vehicle has to be towed from the scene as result of the collision or for evidential purposes; or
 - e. Whenever in the judgment of the officer and/or his/her supervisor, it is deemed prudent to do so.
6. Any incident that results in the search of a vehicle or a building (unless the search of building was in response to an alarm situation, where the officers have found everything to be in order, in which case that information should be made part of the CAD entry);
7. Statutorily required reports, to include the following types of incidents or situations:
 - a. Domestic Violence;⁸
 - b. Identity Theft;⁹
 - c. Child Abuse and Neglect;¹⁰ and
 - d. Elder Abuse and Neglect;¹¹
8. Any time an officer is required to take possession of property, to include situations involving stolen, found, recovered, contraband, and evidentiary property (to include the associated Property/Evidence forms);¹²

⁷ Also refer to the policy entitled, #600 – *Traffic Collisions Investigation*.

⁸ M.G.L. c. 209A, § 6

⁹ M.G.L. c. 266, § 37E

¹⁰ M.G.L. c. 119, § 51A

¹¹ M.G.L. c. 119A, § 15(a)

¹² CALEA Std.: **82.3.2 (c)** & Refer to the policy entitled, #800 – *Collection and Preservation of Evidence*.

9. Any incident when an officer is assigned to investigate a situation, which requires the completion of a departmental form or state form is required, including but not limited to the following:
 - a. Stolen/Recovered Motor Vehicle form;
 - b. Involuntary Hospitalization form (Section 12 / Pink Paper);
 - c. Missing Person Report form;
 - d. Use of Force Report form; or
 - e. Police Pursuit Evaluation form.
 10. Any time a situation cannot be resolved at the time when the officer initially intervened, and there needs to be follow-up action at some later time, either by that officer or another.
 11. Any time an officer believes there are extenuating circumstances that make the entry of a CAD entry inadequate. This would also include those incidents where it appears the individuals involved in an interaction with the police and the outcome does not appear have satisfied the parties involved.
 12. Any time an officer believes that the documentation of the incident and that of his/her activities/actions serve as a protective measure.
 13. Incidents where, in the opinion of the officer, or that of his/her supervisor, a written report is necessary.
- E. When an officer is in doubt about whether or not a police report is required, the officer should consult with his or her direct supervisor.**

VI. APPLICATION OF INCIDENT REPORT FORMS:¹³

- A. CAD Entries Only:** The CAD entry is generally generated and maintained by the Emergency Communications Center. It is used to record all incidents coming to the attention of this department. In relatively minor calls for service, the entry made into the log will serve as the sole record of that incident. The situations when a CAD entry shall serve as the only record of a reported incident will be limited to circumstances where it is necessary to briefly describe the nature of the situation, the time it was reported, if officers were sent, and the final time and findings when the officers concluded their response. Any situation that requires

¹³ CALEA Std.: **82.2.1 (b)**

officers to conduct any form of an investigation or requires some official action will require the submission of a police report.

1. Officers have the ability to add to a CAD entry through the CAD notes. Officers are expected to update a CAD entry so that it accurately reflects the officers' actions and reflects how a situation was resolved.

- B. Incident Report Forms:** The Incident Report Form is used to document an officer's actions and investigation efforts as they relate to an incident or circumstances which require that the officer do more than just documenting the receipt of a call or taking some minor action in response to a call for service. The incident report form represents the initial report form which will be used to document an incident and the officer's response. If there is more than one officer submitting a report concerning a particular incident, then the officer who has been charged with the responsibility of being the primary investigating officer will submit the Incident Report form. Any other officer submitting an additional report concerning the same incident will use the Supplementary Report form.
- C. Arrest Report Forms:** The department's Arrest Report form is an ancillary report to the Police Incident Report form. The Arrest Report form is the cover page to the booking forms, and the narrative portion of this form is used to capture the probable cause statement, which warranted the arrest. An Arrest Report will be completed whenever an arrest is made and it will be reviewed and approved by the Shift Commander.
- D. Supplementary Report Form:** The Supplementary Report form serves as the follow-up report to any situation where an officer takes action with regard to an incident which has been previously documented on an Incident Report form. The Supplementary Report form is distinguished from the Incident Report form in that it will have a numerical suffix attached to the file number. This numerical suffix will be a sequential number that tracks the order of the Supplementary Reports filed. Officers completing a Supplementary Report are required to follow the same reporting protocols as it relates to attaching names to the MNI and other key fields.
- E. Confidential Report Form:** The use of a Confidential Report form has very specific and limited application. This report form is used in the following circumstances: sexual assault investigations; highly sensitive investigations which could be jeopardized if information is revealed prematurely;; or in those situations where the shift commander or commanding officer deem it appropriate classify it as a Confidential Report.

- F. Youth/Family Services Unit Report Form:** Whenever an investigation involves a juvenile offender or involved party, any follow-up action taken with regard to that case will be documented on the Youth/Family Services Unit (YFSU) Diversionary Report form, as opposed to the Supplementary Report Form. Generally, officers assigned to the Youth/Family Services Unit will be using this form to document any follow-up action that was taken with regard to the juvenile offender or a juvenile requiring some type of intervention by the police.
1. Youth or Juvenile Report Form: Patrol officers who encounter a juvenile in circumstances in which a report is required should complete a Youth or Juvenile report form, which should be submitted to the Youth/Family Services Unit.
- G. City Solicitor’s Report Form:** Anytime an individual has suffered or claims to have suffered an injury or property damage that involves city employees, city property, public roadways or areas, or other situations that may result in a call against the city, an officer will complete a City Solicitor’s Report form, which will include the names of any parties involved (including potential witnesses), the circumstances that led to the claim, and any action that was taken by the officer or the city in resolving the situation or hazard.
- H. Massachusetts Motor Vehicle Collision Police Report:** The Motor Vehicle Collision Police Report form is supplied by the Registrar of Motor Vehicles, and used as the cover page to any investigation involving a motor vehicle accident. The report form is a two-sided form.

VII. INFORMATION REQUIRED IN POLICE INCIDENT REPORTS:¹⁴

- A. Required Information:** All reports require basic information, not only to document the “who, what, where, when, and why” of an incident, but also to facilitate retrieving the record. The following information is required unless it is not available:
1. Date and time of occurrence of the incident. If the exact time and date cannot be established because the incident occurred sometime in the past, the officer should provide the best estimate of the narrowest time frame when the incident could have occurred.
 2. Names of principal parties involved in the incident, to include; the identity of the reporting party, suspects, victims, witnesses, and other involved parties.

¹⁴ CALEA Std.: 82.1.2 (c)

At minimum, the officer should obtain the following information on each individual named in the report if at all possible to do so:

- a. Full formal name of the individual (first name, middle name/initial, and last name).
 - b. The address of the individual named in the report. If the individual is declaring to be homeless, the officer should attempt to ascertain the last known address of the individual (this may include past record checks through RMV or BOP inquiries).
 - c. Age, gender, and race of the individuals involved (required for NIBRS reporting).
 - d. Home, work, and mobile telephone numbers. This information proves to be invaluable, especially when another officer will be doing a follow up investigation.
 - e. Whenever possible, the investigating officer should obtain the email address of the victims and witnesses of crimes. This information is extremely useful to officers who will be doing a follow up investigation.
3. Exact location of the incident. The location should always reflect where the incident actually took place, as opposed to the location where the report is being taken.
 4. The officer should attempt to capture all the circumstances surrounding the event or incident.
 5. The report should also reflect the actions of the officers, the investigative findings of the officers, and any observations that were made by the officers. This would also include whatever information, advice, or direction that was given to the individuals encountered during the course of the investigation.
 6. If the incident is not fully resolved at the time of the investigation, the officer should reflect what other follow up investigation needs to be taken.

B. Information to be Excluded from Police Reports: There are certain circumstances in which an officer should omit information from the police report. This is usually either for the protection of the victim or is specifically required or permitted by law. These specific circumstances include but are not limited to the following:

1. Officers shall not include the address or location of any domestic violence or rape crisis center in the police report. This is extremely important in

protecting the victim or witnesses from exposure to further attack or retaliation. Officers should also not include in their reports those locations when the victim or witness has been relocated and where there remains the risk of retaliation (e.g., retaliatory gang violence, intimidation of a witness, or when it is believed that the victim/witness is still in danger).

2. Under Massachusetts law, the location and street address of all domestic violence victims' programs, and rape crisis centers, shall be absolutely confidential and shall not be required to be revealed in any criminal or civil proceedings.¹⁵ Under this statute, the following definitions apply:
 - a. "Domestic violence victims' program," any refuge, shelter, office, safe home, institution, or center established for the purpose of offering assistance to victims of abuse through crisis intervention, medical, legal or support counseling.¹⁶
 - b. "Rape crisis center," any office institution or center offering assistance to victims of sexual assault and the families of such victims through crisis intervention, medical and legal counseling.¹⁷

C. Report Writing Format: The following are some general guidelines that officers should observe when writing the report narrative to avoid confusion on the part of the reader:¹⁸

1. The first paragraph in the narrative section of the report should be a brief description of the incident. In the case of an arrest, this first paragraph should be the probable cause statement that will be used in the Arrest Report form and the narrative section of the Complaint Application.
2. Make sure that all of the information pertaining to principal parties named in the report has been properly attached to the MNI, and the information in the MNI is complete and accurate.
3. Make sure that all information pertaining to motor vehicles and property have been properly attached to the header section of the report.
4. Reports should be written in the first person ("I," "me").
5. Start with the date, time and explanation of how you become involved.

¹⁵ M.G.L. c. 223, § 20L

¹⁶ M.G.L. c. 233, § 20K

¹⁷ M.G.L. c. 233, § 20J

¹⁸ For the actual mechanics of how to create a report in Q.E.D., refer to the policy entitled, #860 – Mechanics of Report Forms.

6. Use active voice, which shows the subject as an actor (i.e., “*Officer Smith arrested the subject,*” as opposed to “*The subject was arrested by Officer Smith.*”).
7. Use past tense for incidents or actions that have already occurred.
8. Use short, clear, concise words.
9. Use first and last names to ensure that the report positively identifies the correct person.
10. Use words that have clear meaning and leave little chance of being misinterpreted.
11. Check for spelling and grammatical errors.
12. Minimize the use of abbreviations.
13. Use proper names and titles, especially when referring to other officers or other officials who may be involved in the incident.
14. Do not use radio call signs and police jargon (do not use SP, RP, and other short-hand references when referring to individuals).
15. Make sure quotes are correct and accurate (quotes denote what someone said verbatim). If paraphrasing something that was said, it should be clearly noted as opposed to enclosing what was said in quotes.
16. Officers should not include their own opinions. A police report is to be free of any judgments, suppositions, guesses, or speculation on the part of the reporting officer.
17. Make sure that all ancillary reports have been completed at the time when the incident report is completed (i.e., Stolen/Recovered MV form, Child Abuse and Neglect form, Elder Abuse and Neglect form, Use of Force Report form, Evaluation of Police Pursuit form, and so on).
18. Addendums (Supplementary Reports) by officers to a primary officer’s report should not repeat the whole sequence of events. The writer should report his/her actions and observations.

D. Completing Reports: Ideally, an incident report should be completed immediately following the investigation when the details are fresh in the officer’s mind. This however, is not always practical. Any delays in the submission of a

police report must first be approved by a supervisory officer, and the supervisory officer should establish the timeline as to when the report will be completed.¹⁹

1. *Generally:* Officers should make every effort to complete the report prior to the end of the officer's tour of duty. If a complete report is not possible due to an investigation, a preliminary report should be submitted by the end of the officer's tour of duty and a supplemental addendum can be generated as the investigation progresses.
2. *Arrests:* An arrest report must accompany the charging instrument (application for complaint or criminal citation), and Statement of Facts form to the court and is required at arraignment. Arrest reports should be completed following an arrest, but must be completed prior to arraignment.
3. *Criminal Complaint:* Application for Summons or Clerk Magistrate Hearing, and Citations: A police report and Statement of Facts form must accompany these charging instruments.

VII. REVIEW AND ROUTING PROCEDURES FOR POLICE REPORTS:

- A. **Responsibilities of Submitting Officers:** Once officers have completed a police incident report, they will contact their respective sector sergeants and provide the file numbers of the reports to be reviewed and approved. Or in the case of officers assigned to other operational units within the department, they will refer their completed incident/supplementary reports to the attention of the duty supervisor for review and approval.
- B. **Responsibilities of Reviewing Supervisors:** Upon being notified that a police report is ready for review, the reviewing supervisor should review the report as soon as practical to do so. Once the report has been reviewed, the reviewing supervisor will notify the submitting officer whether the report has been approved or is in need of further information. A supervisor will not "sign-off" on a police report until he/she is satisfied that the report has been properly completed. The review process should take the following factors into consideration:
 1. Has the report been accurately and completely filled out (are all of the required fields been filled in)?
 2. Has the information of all principal parties named in the report properly attached to the MNI? Does the information associated with a person listed?

¹⁹ CALEA Std.: 82.2.1 (d)

3. Has the information for any motor vehicles involved in the incident and/or property properly attached to the header section of the report?
4. Is the report free of obvious errors or omissions? Is the report free of spelling and grammatical errors? Does the report make sense, and is it readable?
5. Based on the information that is contained within the report, does the investigation require any follow-up action? If the report is going to be forwarded to follow up action, does the report clearly identify what action needs to be taken?
6. Has the submitting officer taken the investigation to its logical conclusion? If not, then it should be returned to the officer for the appropriate follow up action.
7. Does the report have all of the required information?
8. When the incident involves a crime or an arrest, does the report contain all of the elements of the crime, was the defendant given his/her rights. When required, does the report document that the victim was notified of his/her rights? Were departmental procedures followed?
9. Has the nature of the incident been properly classified?
10. What is the disposition or status of the investigation?
11. Have all ancillary reports associated with the incident report been completed properly?
12. A reviewing supervisor may not change the factual content of a report, however, the supervisor should make recommendations as to information that should be included, which have been omitted or that is viewed as a critical or necessary to the completeness of the report.
13. If the report is not acceptable or does not meet the established standards, it is to be returned to the submitting officer for the necessary corrections.
14. If the report is deemed to be complete, the reviewing supervisor will close out the report by identifying him/herself as the reviewing supervisor, and advise the submitting officer that the report has been approved.

- C. Records Function:** After the report has been reviewed and approved, the completed report shall be forwarded to the records function for filing and processing. For further information, refer to the department policy entitled, **###** – Records Management System.