


NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual		
Policy: Field Reporting and Management		AOM: S-201
Massachusetts Police Accreditation Standards Referenced: [81.2.14], [82.2.1], [82.2.2.a-e], [1.2.5], [82.3.6], [82.2.1.a], [82.2.1.b-e], [82.2.1.e], [82.2.4]		Issuing Authority <hr/> Jody Kasper Chief of Police
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I. Introductory Discussion

- A. Police Departments by their very nature are information driven agencies. The collection and proper documentation of information is key to the department’s ability to function both effectively and efficiently. Information gathered by department personnel can be essential to the successful conclusion of investigations and prosecutions, as well as the department’s planning and problem-solving activities. Additionally, other agencies and the public regularly obtain information from the department. The unavailability or the inaccuracy of such information erodes the public’s confidence and trust in their police department.

Because information gathered by police personnel plays such important roles, it is necessary that a system be in place to insure that such information is properly and correctly recorded.

II. Field Reporting System

- A. Field Reports: Any report created by a member of this department which is a result of requests for criminal or non-criminal police action, shall be recorded and stored in the Department's Central Computer System or in accordance with *AOM S200 Records Maintenance*. Upon completion of reports assigned to officers via the department's central computer system (IMC), officers shall submit the reports to the Shift Commander or Sergeant-in-Charge for review.
1. The following procedure will be followed for telephone requests for criminal or non-criminal police action: [81.2.14]
 - a. If the caller is reporting action of a minor nature (i.e.: low-value larceny, lost property, etc) the caller may be given the option of coming to the station to complete a walk-in report. If they are calling from outside the service area, the report form may be mailed, faxed or submitted electronically. Once the walk-in report is returned to the station, it shall be recorded and stored in the Department's Central Computer System as noted above.
 - b. If the telephone report is of a more serious nature, the OIC shall be consulted to determine the proper course of action.
 2. Mailed requests for police action shall only be accepted on the department's official walk-in report form. Those persons mailing requests for police action on other than the official form will be contacted by the Station Officer and provided with the proper form either through fax or mail.
 - a. If the mailed report is of a more serious nature, the OIC shall be consulted to determine the proper course of action.
 3. Reports received by this department via the internet shall be reviewed by a Supervisor, who will confirm receipt of the report by responding to the reporting party. The Supervisor shall also determine if further police action will be necessary regarding the report filed. [81.2.14]
- B. It shall be the responsibility of the Officer-In-Charge (OIC) to ensure that all personnel under their command are aware of those departmental forms, records and reports they are expected to complete and of the manner in which the forms, records and reports are to be filled out.

III. Procedures For Completing Field Reports [82.2.1]

- A. Detailed field reports shall be completed, within the Department's Central Computer System, for all of the following incidents, if they have allegedly occurred in the City of Northampton: [82.2.1], [82.2.2a-e] & [1.2.5]

1. Citizen complaints or Reports of a crime;
 2. Incidents resulting in an employee being dispatched or assigned;
 3. Criminal and non-criminal cases initiated by law enforcement employees; and
 4. Incidents involving arrests, citations being issued or those that will result in complaints being issued.
 5. The narrative of the report will contain clear and concise details pertinent to the fact(s) of the case.
- B. Whenever two or more officers respond to an incident, the primary responding officer shall be responsible for completing all required reports. However, in many circumstances, an assisting officer may be required to submit a supplemental report.
- C. Some types of police response require that only a brief summary of the police action be documented while others require a more extensive, detailed narrative and possible subsequent investigation. The following types of situations require an extensive narrative: [1.2.5]
1. Possible homicides and unattended deaths;
 2. Sexual Assault/Rape;
 3. Assault against an officer;
 4. Robbery;
 5. Assault with a dangerous weapon
 6. Assault/Assault & Battery;
 7. Domestic Assault & Battery;
 8. Breaking and Entering;
 9. All situations requiring the Use of Force by the responding officer(s); or
 10. Other incidents as determined by the Chief, Division Commanders and/or Officer-in-Charge;
- D. Any related data entry screens such as for property, persons, vehicles or other screens related to specific offenses or arrests shall be completed.
- E. In cases where combinations of offenses, or offenses and incidents occur, the offense considered the most serious shall be utilized as the primary categorizing offense for reporting purposes.
- F. Whenever a person is arrested, the arresting officer shall ensure that the detainee's social security number is included with all information required in the departmental computer arrest report (refer to *AOM 0110 Arrest*). [82.3.6]
- G. In cases where multiple arrests arise from one offense, the officer shall file one (1) offense report containing all the facts leading up to and supporting each of the arrests, and shall complete a separate Arrest Custody Report for each person arrested.

- H. Officers shall complete all reports before the end of their tour of duty, unless approval from the OIC is obtained to complete at a later time. [82.2.1a]
- I. The Department's centralized computer system will generally indicate the necessary information required in field reports. [82.2.1 b,c,d & e]

IV. Supervisory Review of Field Reports [82.2.1, e]

- A. The OIC shall be responsible for reviewing all his/her personnel's reports and paperwork to verify its completion and accuracy.
 - 1. If deficiencies are found, the OIC shall direct the officer to make the necessary corrections.
- B. In circumstances in which the OIC would have to work overtime in order to review all reports, he/she may finish reviewing such reports on his/her next tour of duty. However, the following reports shall be reviewed immediately upon submission:
 - Reports of assault and battery upon an officer
 - Offense reports of a serious nature (e.g. rape, homicide, assault w/D.W., etc.) that require immediate action or investigation.
 - Use of force reports;
 - Reports requesting criminal complaints;
 - Employee injury reports;
 - Accidents involving on-duty personnel or department vehicles;
 - Accident reports involving significant personal injury; and
 - Any report of an incident that is likely to generate public concern and inquiry.
- C. Members working onto the next shift:
 - 1. If a member of one shift has to work into the next shift, the OIC shall notify the on coming OIC and inform him/her as to what reports and/or paperwork are outstanding.
 - 2. The on-coming OIC is required to review the reports and paperwork of any personnel working over from another shift. However, each Shift/Bureau Commander shall be responsible for dealing with his/her own personnel when reports are subsequently found to be incomplete or deficient.
- D. Report Routing: The OIC shall insure that reports and records are routed as may be necessary. (See *AOM S201.a Report Routing Form*) [82.2.4]