



WRITTEN DIRECTIVE	No. PD13-1401	Page: 1 of 6
Subject: INCIDENT REPORTING SYSTEM	Effective Date:	06-14-13
	Supersedes/ Amends:	PD10-1401
	Reference:	1.2.5, 82.1.5, 82.2.1, 82.2.2, 82.2.4, 82.2.5, 83.2.6



I. Purpose

The purpose of this directive is to establish procedures for documenting information obtained during criminal investigations and other police activities.

II. Policy

82.2.2 A, 82.2.2 D

It shall be the policy of the Lynchburg Police Department to accurately document all pertinent information obtained during the investigation of any reported criminal incident, or any other law enforcement-related incident that is deemed noteworthy by the assigned officer or his supervisor.

III. Procedure

82.2.1 D

A. DEFINITIONS

1. *Incident* -- One or more events involving the same suspect, or group of suspects acting in concert, that occurred:
 - a. in an uninterrupted period of time,
 - b. as a continuous criminal activity, and
 - c. in the same time and place (means the time interval between the events and the distance between the locations where they occurred were insignificant).
2. *Acting in concert* -- acting in concert requires that the offenders actually commit or assist in the commission of each offense listed on the report.

B. GENERAL

1. All police recruits will receive report writing training while attending the basic law enforcement academy.
 - a. Upon completing the basic law enforcement academy, newly sworn officers will receive additional training regarding the proper completion of LPD incident reports.

- b. A digital copy of the LPD IBR manual will be maintained on the LPD server and accessible to all employees
- 2. In many instances, blocks on the report form will not apply to the incident being reported, or the information will not be known at the time of the report.
 - a. If the entire section does not apply to the incident being reported, it is to be left blank. It is not necessary to put an "X" in or through the section.
 - b. The abbreviation "U" will be used in the appropriate box if that information does apply to the incident being reported, but is unknown.
 - c. An "X" will be used to denote that the appropriate information to fill a box does not exist or is not applicable, e.g., the complainant does not have a telephone number.

C. INCIDENT REPORT

82.2.1 A, B,

1.2.5 A

- 1. An *Incident Report* will be completed at the conclusion of:
 - a. the preliminary investigation of any offense that is classified as a Felony or Class I Misdemeanor,
 - b. any incident determined to be a domestic dispute or domestic violence involving family or household members whether an arrest is made or not,
 - c. the preliminary investigation of an incident involving the sudden death of any person,
 - d. any incident (other than a missing person) where the investigating officer or his supervisor believes that information in addition to that already captured on either the dispatch record or issued process must be documented to properly complete the investigation, or
 - e. when information is obtained regarding a previously reported incident that adds, modifies or deletes data that is reportable to the NIBRS.

82.2.1 C

- 2. The "Top Line" of the Report
 - a. The top line of the IBR will be completed on each report, documenting the reporting officer's assignment, badge number and name as well as the date/time reported, and the assigned CC#.
- 3. "Incident" Section
 - a. The incident section will be completed on each report, regardless of the event.
 - b. A maximum of ten (10) events can be reported for each incident.

- 1) A maximum of two (2) events can be listed on each page of the report.
 - 2) Additional events will be listed on additional pages of the report by placing the appropriate number in the *Event #* box.
4. "Subject" Section
- a. This section is used to document required information on each person involved in the incident, regardless of the nature of their involvement
 - b. Each person involved must be "coded" as one of the following:
 - 1) Offender / Suspect (OF),
 - 2) Reporting Party / Complainant (RP),
 - 3) Victim (VI),
 - 4) Witness (WI), or
 - 5) Involved Other (IO).
 - c. A maximum of four (4) subjects can be listed on each page of the report.
 - d. Additional subjects will be listed on additional pages of the report by placing the appropriate number in the subject # box.
5. "Vehicles" Section
- a. The vehicle section will be completed any time that a vehicle is involved in an incident, regardless of the nature of its involvement. This includes, but is not limited to, damaged vehicles, stolen vehicles, suspect vehicles, towed vehicles and victim vehicles.
 - b. A maximum of two (2) vehicles can be listed on each page of the report.
 - c. Additional vehicles will be listed on additional pages of the report by placing the appropriate number in the vehicle number box.
6. "Property" Section
- a. The property section will be completed for each incident where property is:
 - 1) confiscated,
 - 2) stolen,
 - 2) recovered or found, or

- 3) damaged.
 - b. A maximum of seven (7) items can be listed on each page of the report.
 - c. Additional property may be listed on the property section supplement report.
7. "Additional Information" Section
- a. The additional information section will be completed when information in addition to that already captured on the report form must be documented to properly complete the investigation.
 - b. Such additional information may include:
 - 1) significant observations by the investigating officer,
 - 2) probable cause for arrest, and/or
 - 3) victim/suspect/witness statements.
8. The *Incident Modification* block on the Incident Report should only be checked by the reporting officer if the report is intended to add, modify or delete National Incident-Based Reporting System (NIBRS) reportable data from an existing report. (Such data is denoted with an *A-M-D* box on the report form.)

D. DUI CHECKLIST

1. A *DUI Checklist* may be completed in addition to an IBR report for each DUI arrest made.
2. The *DUI Checklist* can be used in addition to an IBR to document information specific to the probable cause for arrest for the DUI.

E. MISSING PERSONS REPORT

1. A *Missing Persons Report* will be completed at the conclusion of a preliminary investigation of a missing person, runaway juvenile incident, or lost child.
2. Incident Section
 - a. The "Incident" section will be completed on each report regardless of the event.
 - b. The incident will be listed as "Missing Person", "Runaway Juvenile", or Lost Child.
 - c. Only one missing person event can be documented on each report.

3. The "Complainant" section will be completed on each report, regardless of the incident.
4. The "Missing Person Information" section will be completed for each report, regardless of the incident.
5. The "Witnesses" section will be completed for each report where witness information is known.
6. The "Missing Person Criteria" section must be completed if the missing person is to be entered as such in NCIC/VCIN.
7. The "Missing Juvenile" signature section must be completed if the missing juvenile is to be entered as such in NCIC/VCIN.
8. The "Missing Adult" signature section must be completed if the missing adult is to be entered as such in NCIC/VCIN.

F. SUPPLEMENTARY/FOLLOW-UP REPORT

1. The *Supplementary/Follow-up Report* will be completed when:
 - a. The additional information section of an original incident report is completed and more information still needs to be documented,
 - b. Additional information is learned after the filing of the original report and the additional information does not add, delete or modify an event on the original report, or
 - c. To document the return of a missing person or a runaway juvenile.
2. Any information that adds, modifies or deletes information that is required by NIBRS must be documented on an incident report utilizing the *Incident Modification* block.

82.2.2 D, 82.2.1 E,

G. DUTIES AND RESPONSIBILITIES

83.2.6

1. Officers are responsible for documenting all pertinent information that is collected during the preliminary investigation of any incident.
2. The reporting officer is responsible for the accuracy, legibility and completeness of his report.

82.2.4

3. A supervisor will review the completed reports and, when satisfied that the report has been completed, will approve the report in the designated location.

82.2.4

4. The report will then be forwarded to the Report Review Officer who will:
 - a. check the report for clarity and completeness,
 - b. match CC number against the CAD Report Review Log,
 - c. return the report to the officer if found not to be completed properly, and
 - d. determine the distribution of the report, both inside and outside the department and indicate the distribution in the designated area.

82.1.5

5. The Records Section will file and maintain all original reports and supplements.

Original Signed

Parks H. Snead
Chief of Police

June 14, 2013

Date