

 <p style="text-align: center;">YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	419 REPORT WRITING	
	EFFECTIVE DATE: 05 MAR 2019	REVIEW DATE: ANNUAL

PURPOSE

The purpose of this General Order is to address the administration of reports and records prepared by department personnel.

POLICY

The policy of the Department is to document each call for service received from the public and law enforcement activity conducted by department members. This order will describe how reports are approved, retained and disposed of.

REPORTS

An offense report will be completed on most incidents an officer investigates except as noted below. The officer’s supervisor is responsible for deciding whether an offense report is completed or can be deferred.

Normally, an offense report will be completed prior to the end of the officer’s shift. If report is non-criminal in nature, it can be completed the next day, unless the officer will not return to duty for at least two calendar days.

Federal law requires the department to maintain a daily crime log. All reported crimes must be listed on the log within two business days of when the crime was reported. Officers are required to complete all criminal offense reports prior to being released from duty. If the officer assigned to complete the report is injured or otherwise unable to complete the report on the day it was received, a supervisor may assign another officer to complete the report.

WHEN REPORTS ARE REQUIRED

As a general rule, a written offense report is required when:

- A citizen reports a crime CTLEA 2.2.23A
- An officer is dispatched to a call for service, investigates suspicious activity or during the normal course of duty observes an incident which requires a police response. CTLEA 2.2.23c
- An officer investigates criminal or noncriminal incidents CTLEA 2.2.23d
- An officer makes an arrest, issues a summons or a criminal infraction. CTLEA 2.2.23e, 1.2.25

Nothing in this order should be construed as either prohibiting or relieving an officer from the responsibility of recording an event or pertinent information known or disclosed as a result of an investigation in an offense report.

Offense reports are not necessary: CTLEA 1.3.44

- When the investigating officer does not discover any information beyond what is known to the dispatcher.
- In accident investigations for which a separate P.R.-1 form is completed except when a violation, misdemeanor or felony is involved with the accident (ie: Evading, DUI), then an offense report is required in addition to the PR-1.
- For Motor Vehicle Infractions: The details are noted in the citation entry.
- For Field Interviews, when a field interview entry will be made.
- Towing and parking violation (except for the MVD Report of Towed Motor Vehicle).
- If there is any doubt as to whether a report is required, write the report.

INCIDENT NUMBER

Each incident requiring an offense report will be issued a YUPD incident number by the dispatcher through the computer aided dispatch system. Incidents not requiring reports will be identified by a CAD number automatically issued by the system.

DISPOSITION CODES

The following disposition codes will be used to indicate what type of report (or no report) will be prepared when clearing the incident with the dispatcher:

- 00** No report- To be used when the investigating officer does not discover any information beyond what is known to the dispatcher.
- 01** Warning/Parking Tag issued
- 02** Infraction Ticket- Motor Vehicle Summons issued (when no incident report is required).
- 03** Used when police officers are preparing an offense report
- 04** Used for P.R.1 (Motor Vehicle Accident Reports).
- 05** Used when providing assistance to another agency when no incident report is required.
- 06** Used for Field Interviews
- 07** Used when assisting another YPD unit.

INCIDENT CODES

Each offense report will be assigned NIBRS offense codes, as follows:

- Offense reports will be coded by the investigating officer.
- Officers will use all applicable codes describing the incident under investigation.

RESPONSIBILITY FOR PREPARING REPORTS

When more than one officer or detective responds to an incident, the responsibility for preparing reports will be:

- When a detective participates in the initial investigation, the detective will prepare the primary report of the investigation. The report will list all other police officers involved.
- The supervisor directing the investigation of a major crime may direct all officers involved in the initial call to prepare reports describing their participation.
- Except when directed by a supervisor, a police officer responding to an incident at which a detective is also present and participating in the investigation will prepare a supplementary report only if handling a separate aspect of the case.
- A detective who appears briefly on the scene of an incident but does not participate in the investigation will not prepare a report.
- The responsibility for determining the proper offense codes for an investigation will be determined by the investigating officer.
- Whenever appropriate, officers are required to contact dispatchers to issue BOLOs for wanted suspects and are required to document the issuance of BOLOs in their offense report.
- When two or more police officers respond to an incident, the initial report will be prepared by the primary responding unit. The primary responding unit is the unit in whose patrol area the incident occurs. If the unit in whose area the incident occurred is not assigned to the incident, the primary responsibility will be the first unit assigned by the dispatcher. Other responding officers will prepare supplementary reports if they handle separate aspects of the case or when directed by a supervisor.
- Supervisors are responsible to insure reports are prepared according to this protocol.

REPORT REVIEW CTLEA 1.3.44e

Report review is completed by the officer's immediate supervisor. Supervisors will review all reports to insure:

- The report is complete and accurate
- Probable cause has been established in arrest cases
- The proper offense codes were used
- The report has no spelling or grammatical errors

- All required accompanying paperwork is correctly completed and filed with the incident report

The supervisor will return the offense report to the officer for necessary correction(s).

Since the RMS system incorporates electronic signatures, paper reports and signatures are not required except for arrests. In all ADULT CUSTODIAL ARREST AND ALL JUVENILE arrest cases, Supervisors will print a copy of the offense report which will then be signed by the arresting officer and notarized by the Supervisor.

Only supervisors may notarize statements, affidavits, reports, etc. arising from the general course of business.

The Captain of Community Patrol & Emergency Services and/or Shift Commander will review each offense report to ensure the case has been investigated to its final conclusion. Once a week, the Captain of Community Patrol & Emergency Services or designee will review all open cases and forward a list of open cases to each Shift Commander who will then notify the Captain of Community Patrol & Emergency Services of the status of open cases under their supervision. Open cases will be followed to their logical conclusion by patrol personnel within the limits of their expertise and resources. Periodic supplemental reports will be prepared on open cases, as necessary. **CTLEA 3.2.28**

SUBMISSION OF REPORTS CTLEA 1.3.44e

- No overtime will be authorized by any supervisor for the purpose of preparing non-criminal incident reports, accident reports or affidavits, except when extenuating circumstances are present.
- All non-criminal reports that cannot be completed prior to the conclusion of an officer's shift will be completed on the next assigned day of work by the officer responsible for the report. Supervisors and Shift Commanders will track reports not completed and will ensure the reports are completed during the officer's next tour of duty.
- When an officer responsible for any report is not scheduled to return to duty within two (2) calendar days, all offense reports will be completed before being relieved from duty.
- All offense reports concerning custodial arrests, felonies, assaults, or any other complaints the shift supervisor feels should be completed because of the nature of the case, must be completed in their entirety before the conclusion of the officer's shift.

RESPONSIBILITIES

Officer

Nothing in this order relieves an officer from the responsibility for completed reports. It is the duty of every officer to complete reports immediately upon completion of an assignment or consecutive assignments.

Supervisors

Shift supervisors are responsible for ensuring officers complete reports assigned to them. Shift supervisors may allow an officer to complete a report on overtime if it would be in the best interest of the department. The reason for authorizing any overtime will be noted on the overtime sheet by the supervisor authorizing the overtime.

TYPES OF REPORTS CTLEA 1.3.44b

Offense Reports

The Yale Police Offense Report is the main reporting mechanism for all police related incidents. Offense reports are required in all incidents consistent with this order. An incident number must be obtained for all written reports.

Accident Reports

Motor vehicle accidents involving fatalities, injuries or property damage in excess of \$1000, will be documented on Connecticut State form PR-1. An offense report may be required in serious cases and is required, in addition to the PR-1, whenever an individual is taken into police custody or when the following violations are or may be charged:

- IMPROPER USE OF MARKER, REGISTRATION OR LICENSE (14-147)
- THEFT OF MARKER PLATE OR INSERT (14-147a)
- MUTILATED FACTORY OR ENGINE NUMBER (14-149)

- OPERATING WHILE REGISTRATION OR LICENSE IS REFUSED, SUSPENDED OR REVOKED (14-215)
- RECKLESS DRIVING (14-222)
- FAILURE TO BRING MOTOR VEHICLE TO A FULL STOP WHEN SIGNALLED (14-223b)
- STRIKING AN OFFICER WITH A MOTOR VEHICLE (14-223a)
- EVADING RESPONSIBILITY (14-224)
- OPERATING UNDER THE INFLUENCE (14-227a)
- MANSLAUGHTER IN THE 2ND DEGREE WITH A MOTOR VEHICLE (53a-56b)
- MISCONDUCT WITH A MOTOR VEHICLE (53a-57)
- CRIMINALLY NEGLIGENT HOMICIDE (53a-58)
- NEGLIGENT HOMICIDE WITH A MOTOR VEHICLE OR COMMERCIAL VEHICLE (14-222a)

Motor Vehicle Violations

An offense report is not required for motor vehicle violations except when a person is taken into custody or the following violations are charged:

- IMPROPER USE OF MARKER, REGISTRATION OR LICENSE (14-147)
- THEFT OF MARKER PLATE OR INSERT (14-147a)
- MUTILATED FACTORY OR ENGINE NUMBER (14-149)
- OPERATING WHILE REGISTRATION OR LICENSE IS REFUSED, SUSPENDED OR REVOKED (14-215)
- RECKLESS DRIVING (14-222)
- FAILURE TO BRING MOTOR VEHICLE TO A FULL STOP WHEN SIGNALLED (14-223b)
- STRIKING AN OFFICER WITH A MOTOR VEHICLE (14-223a)
- EVADING RESPONSIBILITY (14-224)
- OPERATING UNDER THE INFLUENCE (14-227a)
- NEGLIGENT HOMICIDE WITH A MOTOR VEHICLE OR COMMERCIAL VEHICLE (14-222a)

Arrest Reports-Entries

Arrest Reports/Entries are required:

- Whenever someone is taken into custody for a crime.
- Whenever a Misdemeanor Summons or Juvenile Summons is issued for a crime or motor vehicle violation.

Citation Entries

Citation entries are required whenever:

- Motor vehicle violations charged under Title 14, except as noted above;
- The details of the incident will be noted in the narrative portion of the citation entry and need not be written on the back of the Infraction Complaint.
- Infractions issued for non-motor vehicle offenses (ie: Simple Trespass, Creating a Public Disturbance, City Ordinance Violations, etc.) also require an offense report.

Parking Tickets

An offense report is not required when parking tags are issued.

REQUIRED INFORMATION CTLEA 1.3.44c

The following information is to be included in each offense report:

Incident Number: This is the number the dispatcher assigns to the incident under investigation or the number of the original report when an officer is preparing a supplemental report.

Incident Date and Time: the date and estimated time when the incident occurred. An approximate time or time range should be given if the exact time is unknown.

Street Number/Street Name: If the incident occurred at a specific address, that information should be recorded. If no street address is available or applicable, the closest intersecting streets should be entered. Intersecting streets are not required when the exact address is known.

Status Codes:

- **Principals** connected with an incident are listed with their appropriate status code.
- **Victims** are the persons, companies or institutions against whom the crime is committed and are required for every crime report.
- **Complainants** are people who report crimes but are not crime victims.
- **Witnesses** are people who observe crimes taking place or have information.
- **Others** are people who are involved in the incident who do not fit other categories.
- **All people (for whom a DOB and address are available) and places** referred to in the narrative portion of the report should be listed in the heading except for assisting police officers who should be listed as such.

Last Name, First Name, Middle Initial, Date of Birth, Home Phone, Work Phone, Address

- Correct entries should be made.
- Dates of birth are written MM/DD/YY.
- Telephone numbers are required and should include area codes. If the person has no phone, that should be recorded. Phone numbers should never be left blank.
- Yale Status Codes should be included in the employer section as follows:
 - YSTF for all employees, faculty and staff
 - College and year of graduation for undergraduates (ie: BK2012)
 - BK- BERKELEY COLLEGE
 - BF – BEN FRANKLIN COLLEGE
 - MY – PAULI MURRAY COLLEGE
 - BR- BRANFORD COLLEGE
 - GH- GRACE HOPPER COLLEGE
 - DC- DAVENPORT COLLEGE
 - ES- EZRA STILES COLLEGE
 - JE- JONATHAN EDWARDS COLLEGE
 - MC- MORSE COLLEGE
 - PC- PIERSON COLLEGE
 - SM- SILLIMAN COLLEGE
 - SY- SAYBROOK COLLEGE
 - TD- TIMOTHY DWIGHT COLLEGE
 - TC- TRUMBULL COLLEGE
 - School and year of graduation for graduate and professional students (ie: LAW2012)
 - ART- SCHOOL OF ART
 - ARC- SCHOOL OF ARCHITECTURE
 - DIV- DIVINITY SCHOOL
 - EPH- EPIDEMIOLOGY AND PUBLIC HEALTH
 - FOR- FORESTRY SCHOOL
 - GRD- GRADUATE SCHOOL
 - LAW- LAW SCHOOL
 - SOM- SCHOOL OF MANAGEMENT
 - Use YPD for Yale PD members
 - For outside PD's use PD plus Town Code (ie: New Haven- PD093, Hamden- PD062, West Haven PD156, etc.)
 - For state and local agencies use agency initials (ie: CSP, USSS, FBI, etc.)

GENERAL REPORTING REQUIREMENTS

- Whenever a person's name is known, it should be used in the report narrative.
- If a name is not known, use Suspect #1, Suspect #2, exc.
- Each item of property should be listed in a separate property section after the narrative portion of the report.
- Property references in the narrative section of the report should be general (ie: jewelry). Specific descriptions should be given in the property section.
- The total value of stolen property should be included in the narrative.
- If a person mentioned in a report is not a local resident, their home address and telephone number as well as their local address and telephone number must be obtained and listed in the report.
- Statements should be synopsised in the narrative along with the name of the person making the statement.
- Detailed descriptions of suspects or missing persons should be included in a section of the report separate from the narrative.
- All narratives should be written in chronological order, in the order in which the events occurred, not from the perspective of any one witness, victim or the officer.

NARRATIVE

Each offense report requires a narrative which consists of a detailed report of all the information discovered during the officer's investigation. Use the checklists included below to ensure all pertinent information is included.

Preparing the Report Narrative

This section contains lists of essential points to be considered by officers preparing reports for many of the most common types of offenses. While all items will not be applicable in every instance, the appropriate list should be reviewed when investigating the incident. **CTLEA 3.3.10**

Description of a Robbery, Assault, Rape or Breach of Peace

- Date, time and location of incident
- Setting (party, domestic, street corner, etc.)
- Relationship between involved persons
- Details of assault
- Weapons used
- Property taken
- Efforts made to locate witnesses; what witness saw
- How did police become aware of the incident
- What did you actually observe
- If offender has left, give physical description
- Type and extent of injuries
- Treatment of injuries (hospital, admitted or discharged, treating, apparent seriousness, examination results).

Description of Theft, Burglary, Breaking and Entering

- Approximate time/date
- How theft discovered
- Location taken from, how perpetrator(s) gained access
- Property taken
- Physical description of perpetrator(s) if observed
- Special points for breaking and entering: type of building, building vacant or occupied, method of entry and exit, use of tools
- Special points for auto theft: Car Locked?; Keys in car?; towing check; could car have been borrowed?; area check; broadcast made.
- Documentation of attempts by the officer to canvass the area around the theft location for any

witnesses/evidence

- A notation regarding the location of any surveillance cameras in the area and what they show
- A notation regarding who had access to the area, whether it was card access, key entry, open to the public, etc.

Description of Incident Involving Drugs

- Time and location
- Apparent type and quantity, weight of drug
- Was field test made? By whom? What test? Results?
- Handling and disposition of substance
- How did the police become involved?
- Who was present at time of seizure? What was the apparent relationship between these persons?

Description of Property

- Cash
- Dollar Amount
- Checks
- Number of checks
- Person or firm making out check
- Person or firm check payable to
- Bank check drawn on
- Endorsement(s)
- Dollar amount of check
- Check number
- Credit Cards, Charge Plate
- Issuing firm
- Name of person on card
- Account number

Automobile

- Year of manufacture
- Make and Model
- Body style
- Color and decorations or markings
- State or registration and number
- Engine serial number
- Registered owner (responsible individual, if company), address and telephone
- Result of listing check

Other Property

- Approximate value
- Manufacturer
- Model name or number
- Serial number
- Size and color
- Special characteristics or features

Physical Description of Person

- Sex
- Race
- Age
- Height, weight, build and posture
- Complexion and eye color
- Hair style, mustache or beard
- Physical disabilities, tattoos, scars or marks
- Distinctive speech characteristics or dialect

Description of an Arrest

- Location and time
- Grounds for arrest; why arrest justified (probable cause, elements of the crime)
- Charge(s)
- Warning of constitutional rights (if interrogating)
- Grounds for issuing or not issuing citation

Report of a Driving While Intoxicated Arrest

- Location of offense
- Description of vehicle operated
- Vehicle operation observed
- Was an accident involved?
- Demeanor of arrestee (slurred speech, aggressiveness, etc.)
- Alcohol Influence Report Form
- Was breath or blood/urine test administered?
- Administration of test and results
- Identify witnesses in arrestee's vehicle, those in struck vehicle and bystanders
- State observations or witnesses

Description of Handling Physical Evidence

- Description of evidence
- Action taken regarding possible latent fingerprints
- Handling of evidence
- Disposition of evidence
- Identification Unit contacted

Fugitive from Justice Reports

- Confirmation of the hit (by phone)
- Extradition boundaries
- Who confirmed the hit in the demanding state
- The charge(s) is a felony(s) punishable by one year in jail or more
- Articulate how the positive identification was made (photograph, fingerprints) The suspect's own admission is not acceptable
- Articulate other identification efforts such as comparison information (height, weight, place of birth, mother's maiden name, etc.)

SUPPLEMENTARY REPORTS

After an initial report is submitted, supplementary reports involving the same incident should contain the following information in the indicated sequence:

- Announcement the report is a supplemental report
- Time of incident (burglary, larceny, harassment, etc.)
- Location of initial incident
- Date of initial report
- Identify the officer who investigated the initial incident (YPD, NHPD, self)
- Example:
The following is a supplemental report to the initial offense report of a larceny occurring at 123 Main Street on Tuesday, September 16, 2008. Officer Jim Jones of the Yale University Police Department handled the initial report under complaint number 2018-12345.

ADDITIONAL REQUIREMENTS

Requirements for the addition of certain information in certain types of offense reports may be established in other General Orders or Standard Operating Procedures dealing with those types of incidents.

PER ORDER OF



RONNELL A. HIGGINS
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE

THIS ORDER SUPERSEDES THE FOLLOWING GENERAL ORDERS: GO – 502D- DOCUMENTATION WHEN A REPORT IS REQUIRED, GO-502E – PUBLIC ACT 96-58 AN ACT CONCERNING THE ADMINISTRATION OF OATHS, GO-502H CASE INCIDENT REPORTING SYSTEM AND GENERAL ORDER 419 REPORT WRITING ISSUED ON 8/17/2005.