

	POLICY & PROCEDURE	SERIES # 1429	PAGE 1 OF 4
	<b>RECORDING AND REPORTING SYSTEM</b>		EFFECTIVE DATE <b>11/20/2018</b>
			OVERSIGHT <b>Support Services</b>
DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P #1429 dated 09/30/08.		

**I. PURPOSE:**

This policy describes the reporting categories of incidents occurring within the jurisdiction of the Hampton Police Division, the basic information to be included in the reports and the review, status and audit of the reports. The purpose is to maintain a comprehensive reporting system which records reports of incidents and the actions taken by law enforcement personnel.

**II. POLICY:**

It is the policy of the Hampton Police Division to require the reporting of every incident in one or more of the following categories if the incident is alleged to have occurred in the City of Hampton:

- 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
- e. incidents involving arrests, citations, or summonses

**III. PROCEDURE:**

A. Reporting System - The Hampton Police Division utilizes the OneSolution Records Management System (RMS) to electronically maintain its records keeping system. The RMS system is a secure system which can only be accessed by those persons authorized by the Division with password entry.

- 1. Incident Reports- are reports submitted by Division members documenting the facts and circumstances surrounding a crime or event (IBR report). Every incident report will be assigned an IBR case number by the communications CAD system at the time the report is taken. (The numbering system is utilized to ensure that all cases receive a number, that no numbers are omitted and that no numbers are duplicated). This IBR case number will be given to the reporting officer to be included on the report. All Incident Reports will be entered into the Records Management System incident module.

---

APPROVED:  
CHIEF OF POLICE



2. Traffic Accident Reports - are an officer's written account of the facts surrounding a motor vehicle collision. Accident reports will be assigned a "Case Number" by the communications CAD system to be included at the top of the report by the investigating officer. All accident reports will be entered into the RMS accident module.
3. Supplemental Reports - the supplemental report will be utilized by officers to provide additional information for incident and accident reports. It will contain the same IBR case number *or* Accident report number as the original report it supports. Supplemental reports for an Incident report will be entered into the RMS and supplemental reports for an accident report will be filed with the accident report.
4. Computer Aided Dispatch Radio Log - the CADS complaint log serves as a record of citizen's complaints or calls for service coming into the Communications Section of the Police Division. It also serves as a record of certain self-initiated activity by police officers which may or may not be captured on the complaint log or some other formal report.
5. Communications Voice Radio and Telephone Recorded Tapes - the communication's tapes serve as a record of the incoming calls even if they do not qualify as a call for service and do not generate any other type of written or recorded report. Recordings are maintained for 90 days.
6. Other reporting / recording documents - In addition to these reporting/recording mechanisms, incidents involving arrests, summonses and police/citizen contacts are recorded by one of the following methods:
  - a. Field Contact Card – will be utilized when an officer has contact with a citizen under any unusual or suspicious circumstance.
  - b. Arrest Sheet – will be completed by the arresting officer anytime a person is taken into custody.
  - c. Summonses – both traffic and criminal in nature.
  - d. Parking tickets – issued by patrol officers and cadets.

All of the above information is entered into the RMS system in the appropriate record keeping module.

7. Lost Cell Phone reports - When a citizen reports a lost cell phone, a "Lost Cellular Phone" CAD will be entered in place of an IBR Report so a tracking number is available for the report. The Tracking number will be provided to the Citizen. The report form is available on the Division

Intranet site. The report should be completed and forwarded by the victim to their cell phone provider. No record of the report is maintained by the Division. If the cellular phone is stolen, an IBR report will be generated.

B. All reports completed by personnel of the Hampton Police Division shall be entered through the Mobile Field Reporting System, Moblink on a Division computer, or written in black ink and shall contain, at a minimum, the following information:

1. Date and time of the initial reporting
2. Name (if available) of the citizen requesting the service or victim's name or complainant's name
3. Nature of the incident
4. Nature, date and time of action taken (if any) by law enforcement personnel

C. Supervisory Review and Status of Reports

1. Supervisors of officers initiating any type of report are required to review the report for content and accuracy, examine the solvability factors as applicable, and make recommendations on the feasibility of a follow-up investigation. The supervisor signs each report reviewed in the appropriate space provided for that purpose, or electronically.
2. Cases are assigned for follow-up investigation through the Case Quality Control unit, utilizing the RMS tracking system. The supervisor of the unit assigned the follow-up (Investigations or Patrol) is responsible to review the status of the case every 7 days in order to determine if any change in the status of the case has occurred. All open cases will have a supplement completed in order to update the status on a weekly basis.
3. The RMS is a searchable database, which can provide the following information:
  - a. Incident case number
  - b. Crime type
  - c. Officer/Detective assigned
  - d. Date assigned
  - e. Case status

f. Modus Operandi information

D. Audits and Evaluations of the Complaint Control Recording and Field Reporting Process.

1. The Case Quality Control Unit and other supporting Records Unit personnel conduct inspections on a continual basis of the recording and reporting process. These inspections include the determination that correct case numbers have been assigned for each completed report, determining the accuracy and completeness of field reports, and ensuring that reports and follow up assignments are properly handled in accordance with Divisional and Commonwealth requirements. Appropriate supervisors and officers are notified by Case Quality Control when discrepancies are found and correction or completion is needed.
2. The Records Unit ensures that accident reports are completed, numbered and filed accordingly.
3. Professional Standards periodically reviews written directives which pertain to the total reporting system in order to ensure detection of discrepancies and/or need for revision.