



City of Racine Police Department
Policy and Procedure

Number: 200

Subject: Review and Endorsement of Reports & Paperwork		
Date Issued: 12/05/80	Effective Date: 1/13/2020	Revision Number: 6

POLICY

The Racine Police Department is charged with the responsibility of documenting incidents during the course of police activity. These reports are used for court (civil and criminal), as well as a variety of other reasons. In some cases, the only image of the Department that an outside entity or person sees, is that which is displayed in the form of documentation.

It is imperative that these documents completed on an everyday basis are clearly written, legible, accurate, and complete. The clarity, legibility, accuracy, and completeness of our reports sometimes has great bearing on the outcome of a case in court, just as the testimony of the officer who wrote it does.

PROCEDURE

When an incident requires the documentation of police action or a request for police action in a physical or investigative capacity, the following criteria will be adhered to:

MEMBER

1. Complete all citations, reports, arrest headers, BEAST inventory sheets, warrant cancellation forms, supplements, and other miscellaneous paperwork legibly and accurately.
 - a. When there is an incident that involves a number of victims or crimes that are related in place or time one incident report should be completed.
 - 1) Apply the “separation of time and place” rule to all incidents in order to reduce the number of reports that read identical or nearly identical.
 - 2) When listing multiple victims on one incident report, clearly match items listed in the property section with each specific victim listed in the name section on the incident report in the narrative.
 - b. For all fresh arrests, an arrest header and narrative shall be submitted and approved prior to the end of your workday.
 - c. Warrant requests and supporting reports shall be completed and approved prior to the end of your workday.
 - d. For all Felony incidents, complete and obtain approval of all reports, arrest headers, BEAST inventory sheets, supplements, and ET work prior to the end of your work day.
 - e. In the event that your report is rejected, make the necessary changes and resubmit the report prior to the end of your workday.
 - f. Complete one arrest header per person no matter how many warrants or fresh arrests.
 - 1) Document the complaint number associated with every charge after the violation, leaving the complaint number box (upper right corner) blank.
 - 2) List all fresh arrests prior to listing any warrants.

- 3) Place the abbreviation letters "C/W" in front of any criminal warrant charge. Example: C/W Bail Jumping.
- 4) Document in the arrest narrative any court case numbers that are associated with each warrant. Example: 97CM1276.
- g. Document the initial investigation into the circumstances of any natural death on an incident report-
2. Submit all completed reports to your first line supervisor or any other supervisor (if yours is not working or is otherwise unavailable) within a timely manner before the end of your tour of duty.
 - a. Supervisors may authorize an extension for reports to be completed at a later date due to overtime concerns.
 - b. The report shall be completed as soon as possible on the author's next work day.

SUPERVISOR

1. Check the status of reports for your respective squad and shift members throughout your tour of duty. Remember to check for reports in the On Hold, Rejected, More Info Needed and Report Due Statuses.
2. Review all paperwork submitted by a member for accuracy and completeness and approve submitted reports prior to the end of your tour of duty.
3. Ensure all reports comply with Policy 0203 – Report Writing.
4. Ensure that all documents are legible and represent a professional image in the areas of spelling, grammar, and neatness.
 - a. Supervisors may correct grammar, punctuation, and spelling of paperwork.
 - b. Supervisors will not make changes to effect the content of paperwork.
 - c. Reports that are not clear, accurate, complete, or legible may be returned to the submitting member for editing.
5. Place your initials and payroll number in the lower right corner (legibly) of an approved hand written document.
6. Electronically submitted reports will be approved using the supervisor approval within the given software (Phoenix/Badger TRACs etc..)
7. Notify the Shift Commander of:
 - a. Unarrest reports
 - b. Major or unusual occurrences (robberies, shootings, shots fired resulting in property damage, sexual assaults etc. . .)
 - c. Events that may require a Shift Commanders Report
 - d. Any report that appears to be controversial in nature, or may have an adverse impact on the department.
8. Forward documents to their required destinations based on the guidelines set forth for those documents in other procedures.

SHIFT COMMANDER

1. Review paperwork forwarded to you by members in the absence of their supervisor, assuming that he or she may have been unavailable.
2. Review reports identified by a supervisor that may require your attention as listed above.
3. Forward all documents to their required destinations based on the guidelines set forth for those documents in other procedures.
4. In accordance with Procedure #212 (Reporting of Major, Unusual, or Noteworthy Occurrences), notify the appropriate Division Commander of any reports generated from "Major Occurrences" or "Unusual or Noteworthy Occurrences" as defined in Procedure #212.

DIVISION COMMANDER

Upon receipt of copies of reports or notice of a specific type of report that falls into the category of “Major” or “Unusual”, review the reports for an awareness of the situation. Ensure that:

1. You are familiar enough with the circumstances to be able to adequately cite progress on the case to the Chief’s Office or outside sources, if necessary.
2. You are able to assess the value of the reports, and any shortcomings in them that may require additional work or follow-up.

RELATED PROCEDURES

[212 – Reporting of Major, Unusual, or Noteworthy Occurrences](#)

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[General Order 13-04](#)