



City of Racine Police Department  
**Policy and Procedure**

**Number: 203**

Subject: <b>Report Writing Requirements</b>		
Date Issued: <b>10/06/2015</b>	Effective Date: <b>1/13/2020</b>	Revision Number: <b>2</b>

## 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. The procedure below does not cover every possible scenario, but serves as a minimum of what is required in report writing.

## PROCEDURE

### MEMBER

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:

1. Complete all reports through Phoenix.
2. A supplementary report should only be used to supplement an existing report. In the summary section of the supplement you must document the report that is being supplemented; i.e. Incident Report, UTC, UMCC, Chapter 51.15 report, sick/injury to officer report, etc.
3. A summary section is required on all incident reports and supplementary reports. At a minimum, the summary must include:
  - a. The elements of the crime. This does not require the use of the amount of detail that should be in the narrative of your report; summarize the information. It is not acceptable to cut and paste your narrative into the Summary section.
  - b. A statement indicating that the offense was committed without the victim's consent.
  - c. A statement that the victim is willing to prosecute. **If the victim states that he or she is not willing to prosecute, an incident report is still required.**
  - d. Document that an arrest, juvenile apprehension, or warrant recommendation was completed.
  - e. Document that a "Missing Person Certification Form" was signed and turned in for cases involving runaways and missing persons. A brief statement of contributing factors/endangered status should also be included.
  - f. Document if fingerprints or video were recovered. Indicate if video needs to be recovered at a later date and how long the establishment's video system saves video.

- g. M.O. (modus operandi) for cases such as robberies and burglaries. Document the point of entry.
  - h. Document the method of identification that was used. You must indicate if you identified someone by their Driver's License, State issued ID card, Phoenix, whether you confirmed their identity through T.I.M.E (DOT), obtained verbal identification, or some other means of identification.
  - i. If you are requesting investigative follow up, indicate what type of follow up needs to be completed. Do not include "follow up needs to be conducted to locate the suspect."
4. Warrants from other jurisdictions (O.J. Warrants) require an incident report. Narratives for warrants from the Racine Police Department shall be completed on a Supplementary report under the original complaint number provided that an Incident report has already been completed. If an Incident Report has not been completed, the narrative must be completed on an Incident Report.
    - a. The short narrative for an arrest based only on warrants must describe the charge, number of counts, warrant numbers and jurisdictions involved in the narrative of the report.
  5. The District Attorney's Office does allow juveniles to be apprehended in abstentia if, had the suspect been an adult, the Member would have had sufficient probable cause to make an arrest or request a warrant recommendation. **Members must make every effort to locate the juvenile before making an apprehension in abstentia.** Members must also make every effort to notify a parent or guardian that the juvenile has been apprehended in abstentia. All efforts to locate the juvenile and the parents/guardian must be documented.
    - a. When a violent offense has occurred do not apprehend the juvenile in abstentia. Instead continual efforts to locate the juvenile suspect shall be conducted.
  6. Members must ask for current addresses and phone numbers for each individual mentioned in a report. **The current information must be updated in Phoenix by the reporting Member. If a victim or complainant is associated with the location of the crime/incident due to their employment, update information on both the 'A' and 'working A-names' in the report.**
  7. Members must attempt to interview every individual that is under arrest. The results of such interviews must be documented in the narrative of the Member's report. Document if the interview was recorded on the MVRE(squad number), hand held recorder, or which interview room was utilized.
  8. Evidence Technicians are frequently utilized to process crime scenes. The primary responding Member must document in the narrative of the report if an Evidence Technician was requested and what type of evidence was recovered. If fingerprints were not recovered, that information should be documented as well. If no Evidence Technician was requested, document why no request was made.
  9. Supplementary Reports completed by Evidence Technicians should document what items, if any, were recovered and what areas were processed for latent fingerprints.
  10. Review and Submit reports in adherence to Policy 200 – Review and Routing of Paperwork.

## RELATED PROCEDURES

[200-Review, Endorsement, and Routing of Paperwork](#)

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