UW Whitewater Police

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I. Purpose

The purpose of this policy is to give a framework that officers can use, while completing reports, to make sure all reports are concise, and accurate and contain all needed information for stakeholders.

II. Policy

The UW-Whitewater Police Department shall establish procedures for field reporting, supervisory review of reports, and the report distribution process.

III. Procedure

Field Reporting System (82.2.1)

A. Before the end of each shift, the Officer MUST complete the **UWW Police Cover Sheet** in its entirety and a call summary, for each call requiring a report.
   1. This cover sheet must contain all the information needed to enter the details in the Call Summary screen, without reading a report. Essentially, every box should have some information entered in it. If a citation was issued, a case was referred to the DA, a person was referred to a diversion program, or the case has gone inactive, the officer should mark the appropriate box in the "Officer Closed" section of the purple sheet. This information is used to create and maintain the "Daily Incident Log".
   2. Officers should pay special attention to make sure the location, the actual offense or the statute number (can't be just UWSI), the comments, and the disposition code are correct.
   3. Officers should also note if there are photographs or video recordings that need to be added to the case. How many there are and where they are located, are to be noted on the Police Cover Sheet.
   4. Upon completion of the cover sheet, officers will ensure a call was created and a call summary was filled in. They will then begin an incident report.
   5. At the end of each shift, Officers will turn in this cover sheet for review by the PSA and for entry into the daily blotter.
B. Officer's Incident Report Template:

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1. First Paragraph: Executive Summary.
    a. Start a report with a summary of the incident. This should be BRIEF but should contain who was involved/arrested, the location of the offense/arrest, and citations/charges.
    b. The summary should be a brief synopsis of who, what, where, when, why, and how, but should not be more than a couple of sentences.
2. Narrative First Paragraph: On (MM/DD/YY) at about (XX/XX AM/PM), I……
    a. was dispatched to (Building/Lot/Location) regarding a (Type of Complaint)
    b. was on patrol in marked squad #??, (on roadway/in Lot ?) when I saw/heard/etc.
    c. was on foot patrol, (on roadway/in Lot ?/in east/west/central/academic complex) when I saw/heard/etc.
    d. was on bike patrol, (on the roadway/in Lot ?/in east/west/central/academic complex) when I saw/heard/etc.
    e. was parked monitoring traffic at (Location) when I saw/heard/etc.
    f. met with…..
3. Narrative Second Paragraph: What did you do next? i.e.:
    a. Upon arrival at (Location), I……
    b. I activated my squad's emergency lights/siren and…..
    c. I made contact with….
4. Narrative Third and Subsequent Paragraph(s): Starts the Body of the Narrative.
    a. Who, what, when, where, why, and how.
    b. How did you identify persons?
    c. What investigating steps did you take?
5. Report ending:
    a. The last paragraph of a report should contain disposition information for quick reference, i.e. Citation issued, diversion program or inactive.
    b. The report should end with an officer's name and date and should be electronically signed when it is submitted for approval.
C. Officers are to Include in their report all involved people and any vehicles involved. If a name or vehicle is mentioned in your report, the name/vehicle should be included in the names/vehicles portion of the incident.
D. After completing the report, the Officer will:
    1. Complete the case management file and an arrest module if an arrest of any type was made.
    2. Ensure the case is electronically submitted for approval.
E. A supervisor will review the Incident Report, Case File, and any other modules including any TraCS paperwork that was completed for accuracy and determination if additional follow-up or corrections are needed.
F. Supplemental Reports
    1. When officers write a supplemental report, they will be handled the same as the original narrative.

2. If there are any additional people/vehicles mentioned in the supplemental report, they should be listed in the supplemental report's names/vehicles section.

G. Report Completion
   1. When a report is completed, and a disposition given by the Supervisor as such, the cover sheet and any attached documents will be given to the PSA to file.
   2. The PSA will send the completed report to anybody who was previously sent the DRAFT report and any other entities that may need the report, such as the City of Whitewater Police.
   3. The PSA will then scan any documents that need to be attached. The cover sheet and the attached documents will then be shredded.

Computer Aided Dispatch (CAD) Generated Calls for Service (82.2.2)

The following shall establish procedures governing incident reporting:
A. Every incident in one or more of the following categories, if alleged to have occurred in the jurisdiction of the Department, is to be reported:
   1. Citizen reports of crimes
   2. Citizen complaints of non-criminal activity
   3. Incidents resulting in an employee being dispatched or assigned
   4. Criminal and non-criminal cases initiated by law enforcement employees
   5. Incidents involving arrests, citations, or summonses
B. Every incident in one or more of the following categories is to be reported regardless of its location:
   1. Incidents involving the use of force above compliant handcuffing
   2. Incidents involving a vehicle pursuit.
   3. Incidents involving motor vehicles eluding an officer's attempt to stop them.
C. If two or more persons report the same incident, only one event ID shall be drawn. Multiple reports of the same incident may result in linked event ID numbers. Dispatch may also link related but separate incidents.
D. If more than one officer is involved in an incident and multiple reports are needed, there shall be one primary report. All others shall be supplements to that primary report.
E. Documentation of contacts or incidents may include one or more of the following: CAD-generated calls for service, incident reports, field contacts, arrest reports, voluntary statements, traffic collision reports, property vouchers, uniform citation, and complaint forms, criminal disposition reports, final disposition reports, and seized property inventories.
F. Officers and/or dispatch personnel shall notify complainants of any actions taken, if appropriate or requested. Such notification should be made in a timely manner.
G. Supervisory personnel shall ensure that proper action is taken when reports are made. Such action may include investigating complaints, documenting pertinent information, evaluating suggestions, correcting deficiencies, and/or referring matters to appropriate authorities.

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Case Numbering System (82.2.3)

The following procedure shall establish a case numbering system:
A. The Department utilizes a single numbering series for all incident reports. A unique, sequential number shall be generated from the CAD system for each call for service. Each number shall utilize the current year as a prefix.
B. When an incident report is required, the report number shall be the same sequential number as the call for service that is assigned by the CAD system.
C. Arrest reports shall be linked to the corresponding incident report.

Traffic Citation Maintenance (82.3.4)

A. Traffic and Criminal Software (TraCS) system is the primary means used for completing and issuing traffic, non-traffic, and misdemeanor citations. Each citation in the system has a unique identifying number assigned,
B. Traffic citations, non-uniform traffic citations, and misdemeanor citations are stored and issued electronically through the Badger TRACs system and securely stored in electronic format in the RMS citation module.
C. An officer may void a TraCS citation if an error is made on the citation.