Eff. Date 04/19/2024

Purpose

To outline the guidelines for Madison Police Department (MPD) reporting requirements.

Procedure

The appropriate official police report format will be used to record information that is developed or received by any member of the MPD assigned a case number. A field report or dictated report shall be utilized as the primary report and where applicable the forms listed below are authorized to serve as a primary report:

1. Traffic Crash Forms DT4000 and MPD4000
2. A Uniform Traffic Citation (UTC), municipal, e-citation (ELCI), or parking citation (NOT misdemeanor citations)
3. It is not necessary to complete a separate report on a "private property" parking complaint. However, a case number is required and at a minimum, the name of the complainant, address, phone number, and terminology of the "no parking" sign shall be included on the parking citation.
4. Incapacitated Person Report Protective Custody Conveyance Form
5. Subpoena - (Case Number, Date, Time, and Officer on top right)
6. Summons - (Case Number, Date, Time, and Officer on top right)
7. Found Property Form
8. Fire Station Violation Complaint - (Case Number and date on top right).
9. Boom Car Violation Complaint.

REQUIRED REPORTS

CASE REPORTS
Employees should complete Case Reports on incidents when circumstances indicate a report is warranted, to include all criminal investigations, reports that include property intake of any kind, and reports required by other MPD standard operating procedures (SOP).

INCIDENT REPORTS
Employees completing Incident Reports shall include person and vehicle jackets in their Incident Report when reporting on minor, non-criminal CFS. Incident Reports shall not be used in the below situations:

Any potential criminal investigation,
Any person that could be considered dangerous to themselves or others,
Any search or seizure of person or property including a detention or Terry Stop, frisk of a person/vehicle.

Incident Reports are appropriate for the following Incidents:
Preserve the Peace without domestic violence component
Civil Disputes without fraud/theft component
Neighbor Trouble (non-criminal)
Lost Property except firearms
Accidents and Traffic Stops supplemental information to TRaCS (non-criminal)
Check Person/Check Property without dangerousness to themselves or others and no criminal aspect
Suspicious Vehicles
Trespass complaints with no enforcement action
Noise complaints with no enforcement action
Juvenile Complaints

CALL NOTES

Call notes may be used to supplement incident information in situations not requiring a report, but may not be used as a substitute for completing a report.

Employees who do not complete a report must advise the dispatcher that there will not be a report on the case number involved. Nothing in this procedure will prohibit a supervisor from requiring an employee to complete a report on any incident.

Employees are not required to complete reports on incidents identified below:

Calls Canceled

Calls canceled by the complainant except robberies, calls to liquor license establishments (bars and restaurants), calls which might have involved physical harm or threat of harm to anyone (e.g., family trouble, crimes against persons, etc.) where the person canceling the call may not be the victim.

Unfounded Calls

Unfounded calls where nothing is located and no new information is received (e.g., a traffic crash where responding officers are unable to locate vehicle or driver).

False Security Alarms

False security alarms from a governmental agency, unless a continuing problem exists. Any alarms that fall within the guidelines of Alarm Response in the Calls for Service (CFS) Dispatch Guidelines SOP. False fire alarms always require a report.

Assist Calls

Requiring no follow-up action such as:

1. Assist outside agencies
2. Assist citizens
3. Delivering messages
4. Assistance to other City departments or government agencies for traffic direction or similar safety precautions

Beat Information

Documentation and the ability to retrieve information received from community members who wish to make the police aware of situations which may occur or have occurred in the past. This information may not require immediate action and is provided to officers to make them aware of community members' concerns. Officers may take enforcement action if appropriate (e.g., driving complaints, extra patrol, etc.).

Simple Conveyances

Unrelated to offense or intoxication.

Traffic Stops

All vehicle traffic stops must be documented in a report, through the Traffic and Citation Software (TraCS), or with a Vehicle Stop Information Form. Investigative traffic stops related to criminal (non-traffic) violations must be documented in a report. Vehicle stops related to traffic violations must be documented by either a TraCS

citation or TraCS warning. The Vehicle Stop Information Form will be used to document a traffic-related vehicle stop if TraCS is unavailable.

Completed Vehicle Stop Information Forms should be submitted to the Traffic section via inter-departmental mail or email (PD Traffic Stop Warnings email group).

SUPPLEMENTAL REPORTS

Complete supplemental reports on any follow-up conducted under the original case number.

ATTACHMENTS

Hard copy attachments shall have the case number placed in the upper right hand corner of documents and the most obvious/legible place for non-documents. Electronic attachments can be emailed to pdcaseprocessing@cityofmadison.com

SELF-REPORTING

Self-reporting occurs by call in, walk in, or internet submission. If an officer is dispatched to a call, the officer may not refer the complainant to self-reporting unless approved by the Officer in Charge (OIC) or a supervisor or unless the city has gone to Priority Call Response dispatching.

REPORT CONTENT

Language should be Understandable, Accurate, and Concise

1. Foul/abusive language should only be quoted to describe another's actions or accurately document a statement taken by an officer.
2. Names and difficult word spellings should be checked for accuracy.
3. Standard abbreviations for street types and titles (e.g., PO, Dep, Sgt, Dr, LPO) or agencies (e.g., DCJ, DCHS) may be used. Abbreviations of commonly used terms (e.g., w/o, veh, approx) may not be used.
4. Reported information must be legible.
5. Unreadable documents shall be returned to the responsible officer for correction.
6. A black ballpoint pen must be used for completing any non-electronic citations/required forms so that readable copies can be made.
7. All names, addresses, and phone numbers (private or businesses) must be complete, when possible.
8. Reports must accurately reflect situations investigated by the officer(s) on the scene.
9. Ten codes may not be used in report narratives.

REPORT REVIEW

Written reports should be a word picture about what occurred. Reports must describe a wide variety of actions, and are an official statement of facts.

1. Detective Lieutenants or their designees shall review all district reports.
2. If the report does not adhere to the requirements of the Reporting Procedures and if the reporting officer is not available to make corrections, the reviewer should forward a copy of the report to the reporting officer's supervisor or commanding officer, indicating the errors or omissions.
3. If the report does not adhere to the requirements of the Reporting Procedures, requires urgent modification or attention, and if the reporting officer is not available to make corrections, the reviewer should contact the appropriate work unit indicating what next day follow-up is required. If immediate attention is necessary (i.e., directing that an arrested person be released), the reviewer will ensure that the appropriate action is taken.

4. All reports returned for corrections shall be re-submitted, in a timely fashion, as a supplemental report containing the requested changes.

SUPPLEMENTAL REPORTS, ATTACHMENTS, AND OTHER FORMS

The following reports will be used as a supplement to a Primary Report:
1. Submitted after follow-up or for technical personnel to record actions taken subsequent to the submission of an original/primary report;
2. Explaining a DT4000 or citation where the space provided on the original form is insufficient; or
3. As otherwise required (i.e., juvenile alcohol-related offenses).

All attachments shall have the case number placed in the upper right hand corner of documents and the most obvious/legible place for non-documents. Store retail theft reports will have "state" or "municipal" added in the upper right hand corner if an arrest has been made. One set of attachments shall accompany the original report and another set/photocopies shall be left in district for the detective lieutenant.

Victim Rights Information (VRI), Municipal Rights Pamphlet, Juvenile Arrest Notification forms, and Vehicle Stop Information Cards shall be completed and issued or filed appropriately.

SELF-REPORTING

Self-reporting occurs by call in, walk in, or internet submission. If an officer is dispatched to a call, the officer may not refer the complainant to self-reporting unless approved by the Officer in Charge (OIC) or a supervisor or unless the city has gone to Priority Call Response dispatching.

REPORT COMPLETION TIMELINES

Reports will be completed based on the already established dictation and Mobile field reporting priority code list of report types. These guidelines encompass all report types, dictated, field, citation, etc. As indicated below, reports Reports that indicate they must be completed prior to end of shift unless specified otherwise. These guidelines apply to all persons completing a report for that case, not just the original report or report containing the probable cause. Regardless of the established completion timelines, all reports should be completed as soon as possible.

Reports that indicate they must be completed prior to end of shift must be done immediately after completion of the call. Staff may return to their district to complete the report, and but must remain out of service until the report is finished unless there is an emergency call for service.

1. Custody Juvenile – Complete before end of shift
   - In custody at the Juvenile Reception Center (JRC) or other secure facility
2. Custody Adult – Complete before end of shift
   - In custody
   - New criminal arrests and are at the Dane County Jail (DCJ), Detox, or Hospital
   - Emergency detentions
3. Priority Reports – Complete before end of shift
   - In custody arrest for Probation/Parole (P&P) holds, municipal arrests, warrants
   - Domestic abuse incidents with probable cause and suspect is at large
   - Restraining order or other court order investigations
   - Death Investigations
   - Physical child placements
   - Child abuse/neglect cases
   - Missing persons
   - Crimes with known suspects at large (may be held with approval of the OIC)
   - Sexual assault investigations
   - Threats complaints that refer to physical harm or hate crimes

- Cases involving officers disengaging from a hospital when Emergency Detention criteria is present *(see Mental Health Incidents/Crises SOP for more)*
- Intentional overdose cases, incidents of attempted suicide, or incidents of bodily harm to self *(see Mental Health Incidents/Crises SOP for more)*

4. All Other Criminal ~~Felony~~ Cases – OIC or Supervisor discretion for completion time
- Felony crimes without known suspects
- Robbery and attempted robbery
- Stolen/recovered autos
- ~~Felony~~ Wweapons offenses
- Substantial batteries
- Felony person crimes
- Person and property crimes with unknown suspects (simple battery, thefts from auto, frauds, etc)
- Threats complaints
- Felony Traffic
- All Misdemeanor citations

5. Operating while intoxicated (OWI) – Can be held to the next day, includ~~ing~~ 12 hour holds. **Felony OWI arrests must be completed before end of shift as Priority 4.**

6. Municipal Citation Arrests
- Misdemeanor – complete within five days of citation issuance
- Traffic – complete within 10 days prior to court date (complete in TraCS and supplement in Mobile Incident Report if needed)
- City Ordinance – complete within 10 days prior to court date

7. ~~Crashes – Complete within five days of crash~~

7. ~~8.~~ All Others – Complete Ppromptly
- Incident Report in Mobile may be appropriate
- Crashes – complete promptly in TraCS and supplement in Mobile Incident Report if needed

REPORT CONTENT

Language should be Understandable, Accurate, and Concise

10. Foul/abusive language should only be quoted to describe another's actions or accurately document a statement taken by an officer.
11. Names and difficult word spellings should be checked for accuracy.
12. Standard abbreviations for street types and titles (e.g., PO, Dep, Sgt, Dr, LPO) or agencies (e.g., DCJ, DCHS) may be used. Abbreviations of commonly used terms (e.g., w/o, veh, approx) may not be used.
13. Reported information must be legible including members' signatures, where required.
14. Unreadable documents shall be returned to the responsible officer for correction.
15. A black ballpoint pen must be used for completing any non-electronic citations/required forms so that readable copies can be made.
16. All names, addresses, and phone numbers (private or businesses) must be complete, when possible.
17. Reports must accurately reflect situations investigated by the officer(s) on the scene.
18. Ten codes may not be used in report narratives.

REPORT REVIEW

Written reports must be useful to persons other than the writer, and should be a word picture about what occurred. Reports must be used to describe a wide variety of actions, and become an official statement of facts.

5. Detective Lieutenants or their designees shall review all district reports.

6. If the report does not adhere to the requirements of the Reporting Procedures and if the reporting officer is not available to make corrections, the reviewer should forward a copy of the report to the reporting officer's supervisor or commanding officer, indicating the errors or omissions.

7. If the report does not adhere to the requirements of the Reporting Procedures, requires urgent modification or attention, and if the reporting officer is not available to make corrections, the reviewer should contact the appropriate work unit indicating what next day follow-up is required. If immediate attention is necessary (i.e., directing that an arrested person be released), the reviewer will ensure that the appropriate action is taken.

8. All reports returned for corrections shall be re-submitted, in a timely fashion, as a supplemental report containing the requested changes.

REQUIRED REPORTS

Employees should complete reports on incidents when circumstances indicate a report is warranted, to include all criminal investigations and reports required by other MPD standard operating procedures (SOP). Employees who do not complete a report must advise the dispatcher that there will not be a report on the case number involved. Nothing in this procedure will prohibit a supervisor from requiring an employee to complete a report on any incident. Computer aided dispatch (CAD)/Mobile Data Computer (MDC) call notes may be used to supplement incident information in situations not requiring a report, but may not be used as a substitute for completing a report.

Employees are not required to complete reports on incidents identified below:

Calls Canceled

Calls canceled by the complainant except robberies, calls to liquor license establishments (bars and restaurants), calls which might have involved physical harm or threat of harm to anyone (e.g., family trouble, crimes against persons, etc.) where the person canceling the call may not be the victim.

Unfounded Calls

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False Security Alarms

False security alarms from a governmental agency, unless a continuing problem exists. Any alarms that fall within the guidelines of Alarm Response in the Calls for Service (CFS) Dispatch Guidelines SOP. False fire alarms always require a report.

Assist Calls

Requiring no follow-up action such as:

5. Assist outside agencies
6. Assist community members
7. Delivering messages
8. Assistance to other City departments or government agencies for traffic direction or similar safety precautions

Blood Runs

Blood runs for Red Cross or other emergency personnel.

On-Street Parking Violations

Unless vehicle is towed.

Private Parking

Private parking when vehicle(s) has been moved prior to arrival.

District Information

Documentation and the ability to retrieve information received from community members who wish to make the police aware of situations which may occur or have occurred in the past. This information may not require immediate action and is provided to officers to make them aware of community members' concerns. Officers may take enforcement action if appropriate (e.g., driving complaints, extra patrol, etc.).

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