

# UW Whitewater Police



Reports		Number: 82.2.1	No. Pages: 4
		Special Instructions:	
Approved By: Chief Kiederlen	Effective Date: 8/1/2013	Revised Date: 10/11/22	Revision number: 3

## 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, accurate and contain all needed information for stakeholders.

## II. Policy

UW-Whitewater Police Department (UWWPD) will strive to complete all reports in a timely manner, with consistency in how all reports are created. Reports should contain all information for administrative staff to complete the draft of a report and officers should review reports in a timely manner so that they can be sent to the state for our monthly reporting (NIBRS), and sent to stakeholders, such as Dean of Student, District Attorney's Office, etc.

## III. Procedure

- A. Before the ending 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.

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- B. Officer's Incident Report Template:
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, location of 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 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 be ended with an officer 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 are 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

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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 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 that 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 needs to be attached. The cover sheet and the attached documents will then be shredded.