



**COPPIN STATE UNIVERSITY
POLICE DEPARTMENT**



Police Reports and Report Writing Standard Operating Procedure

1. Purpose

The purpose of this procedure is to provide Police Department personnel guidance in the documenting of criminal and non-criminal incidents.

2. Policy

It is the policy of the Coppin State University Police Department that sworn personnel shall complete incident reports when within the department's jurisdictional area a report of crime is received, a crime is observed, an investigation is undertaken, a vehicle is impounded, an arrest is made, or a criminal/civil citation is issued. Additionally, an incident report shall be completed when the incident is likely to subject the University or department to liability or the incident resulted in loss or damage to University property, it is reasonably foreseen that the incident will be of importance, or when injury/harm to persons has occurred. The reporting criteria shall apply to both paper based forms, or when submitted in the electronic format.

3. Procedures

A. General

1. Reports shall be completed in a timely manner. All reports will be thorough and completed prior to the end of the reporting officer's tour of duty.
2. If, due to unusual circumstances, a report cannot be completed prior to the end of the reporting Officer's tour of duty, supervisory approval permitting the report to remain unfinished shall be obtained. All unfinished reports shall be completed no later than the following day therefore, permission will not be granted when the reporting Officer is not scheduled for duty with in that limited period of time.
3. Reporting Officer's will ensure that all persons, property, and vehicles related to the incident are entered into the ARMS database.

B. Supervisory Responsibilities

1. Supervisors are responsible for the accuracy and completeness of all reports.



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2. Supervisors shall review the ARMS database prior to the conclusion of each shift in order to approve or reject pending reports.
3. Reports requiring corrections or modifications shall be referred to the originating officer and shall be approved once the necessary changes have been made.
4. No additions or modifications will be made to reports once they have been approved by a supervisor.

C. Reviewing/Editing Reports

1. Each report will be written in conformity with the Coppin State University Police Department's standard operating procedures (SOP).
2. Each event report will be thoroughly reviewed by the Supervisor/Report Reviewer. The Supervisor/reviewer will insure that:
 - a. All appropriate blocks, lines or other entry items are correctly completed;
 - b. The crime classification is correct;
 - c. The body of the report is written in the correct format;
 - d. Spelling, grammar, punctuation, and sentence structure are correct and/or appropriate;
 - e. All written items in the report are clear and legible;
 - f. All pertinent information is documented;
 - g. Insure that to the fullest extent practical, all leads, clues, or suspect information is pursued to a satisfactory conclusion; and
 - h. Insure that a good-faith effort to solve any reported crime was made.
3. After determining that an event report and/or a traffic accident report meets Each of the investigative and report writing standards set forth, officers will sign such report along with his/her I.D. number.

D. Rejections/Corrections of Reports

1. Report Reviewer/Supervisors will reject any incident or traffic report not meeting the above listed report writing or investigative standards.



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- a. Report Reviewer/Supervisors will return the report to the submitting member outlining the reason(s) for rejection.
 - b. The member will correct the report as needed and forward the report back through normal channels. After final approval, the report will then be forwarded to the Records Section.
 - c. Correction(s) of reports will occur within 24 hours of the reported incident.
2. A Report Reviewer, other than the submitting member's line supervisor, who rejects an incident report will follow the previously outlined procedures.
 3. Uniform Crime Report (UCR) classification staff members who discover a report that has been improperly classified will submit the corrected information to the Report Reviewer.

E. Follow-Up Reports

Follow-Up Reports will be completed within 3 to 5 business days by the Detective Division with final approval by Lead Sergeant.

F. Records Section Responsibility

1. Police reports and other official records are processed by the Records Section in accordance with Directive: Record 1.7000
2. To protect the integrity of submitted police reports, once an approved report has been accepted into police records, any corrections or subsequent additions must be reflected in a supplemental report.

G. Offense Reports

1. An Offense Report consists of an Offense Report face sheet and any other additional forms necessary to properly record the required information.
2. Officers will complete an Offense Report in situations when any crime has been committed within the jurisdiction of Coppin State University Police Department, or an arrest has been made whether or not the victim(s) chooses to prosecute.
3. In cases where a physical arrest of an adult or detention of a juvenile has been made (including all process and release incidents), officer(s) will complete all required paperwork before the end of their shift.



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4. Officers investigating crimes/incidents requiring a timely warning or emergency notification (Student right to know "Clery" Act) to the campus community will complete all required paperwork prior to the end of their shift.
5. Information obtained by any police department employee concerning crimes reported to have occurred off CSU campus shall be referred to the police agency having jurisdiction.

H. Incident Reports

1. Incident reports shall be written for incidents occurring on the CSU campus, or concerning matters that are of a nature or sensitivity that the campus administration or command staff should be informed of.
2. The supervisor on duty may also direct that an incident reports be written to document incidents that occur concurrent with the jurisdiction of the Baltimore City Police Department that may pose a risk of liability to the University or the Police Department, result in loss or damage to CSU property, injury or harm to faculty, staff, students, or visitors, or are of other importance to CSU.

I. Traffic Accident Reports

1. Traffic Accident Reports shall be completed in accordance with Directive: "Traffic" Sub- Section: Collison & Investigation 2.2340
 - a. Patrol Commander will review and approve all ACRS reports.
 - b. Submitting members shall be responsible for uploading approved ACRS reports to the related ARMS incident report.

J. Property Reports

A CAD entry / Property form shall be completed for all items of value that have been turned over to the Police Department for safekeeping if:

1. The owner is not known or;
2. The owner is unable to respond within a reasonable amount of time (30 minutes) to retrieve the item.
3. Items that have no real value and the owner(s) are not known shall be turned over to the University's Lost and Found.



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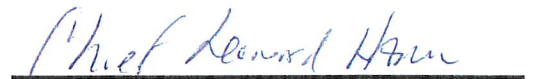
K. Missing Persons Reports

Missing Person Reports (incident report) will be completed in accordance with Standard Operating Procedures 02-11 "Missing Person"

L. Traffic Summons

Traffic summonses will be completed with all appropriate and available information. It is essential to the prosecution of the case that the information contained in the summons is accurate.

Witnesses are to be listed in the appropriate space(s) provided on the summons. Officer's notes should contain sufficient information to refresh the officer's memory for court.



Chief of Police