

PALOS VERDES ESTATES POLICE DEPARTMENT

POLICY MANUAL

SECTION 9

REPORTING REQUIREMENTS

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9.0 PURPOSE

This agency, which evaluates its performance through utilization of statistical comparison from year to year, must make certain that the reporting procedures it follows are both honest and accurate.

9.1 GENERAL REQUIREMENTS

- A. When it is determined that a written report of a crime or incident is necessary, officers will complete the appropriate report form with all available information, take statements when possible, and fill in the report blanks as required. The initial report will include all requested information and a brief, concise synopsis of the facts of the crime or incident.
- B. Upon obtaining new information regarding a case under investigation, officers are to complete a supplemental report. Supplemental reports shall contain the new information, the DR number, the type of crime or incident, and the reporting officer's name and badge number.
- C. All reports will be entered into the LEADS system in the computer, printed, and delivered to the appropriate watch commander for review. All Commanders, whether of patrol or investigations, are responsible to review all reports submitted under his command. These reports shall be checked for neatness, spelling, accuracy, and completeness.
- D. Except when authorized to do otherwise by a watch commander, all reports shall be completed prior to leaving from a duty shift. All reports shall be completed in a timely manner avoiding unnecessary delays.

9.2 REPORT PROCESSING

All completed and approved reports will be submitted to the desk officer who will then process the report in the following manner:

- A. All reports shall be assigned a chronological DR number. This number will be recorded on the desk log to correspond with the initial report. Supplemental reports will retain the initial report's DR and shall be filed with the original report.
- B. A master index card bearing the DR will be completed in every case where a DR number is assigned. Additional cards shall be completed for each, arrestee, suspect, victim, and/or witness. These cards will be filed in alphabetical order based on the last name of the individual involved.
- C. All reports shall be photo copied and distributed in the following manner:

1. Original report shall be placed in the Departmental file.
 2. One (1) copy to briefing
 3. One (1) copy to each of the applicable in house divisions (COP, DB, Stats).
 4. One (1) copy to each outside agency when applicable (DOJ, CHP, C- CAP, Coroner's Office)
- D. Whenever a case is to be prosecuted, a court package will be formed. This package will contain all initial and supplemental reports pertaining to the particular case involved, a copy of the suspect RAP sheet, driver's history and when applicable, vehicle registration. Four (4) copies of this material along with a court transmittal form, a citation, bond or bail check make up the court package. This package will be presented to the court liaison personnel for filing with the District Attorney's Office.

9.3 CASE CLOSURE

A. ADMINISTRATIVE

Upon completion of an investigation into a particular case, when all logical leads have been exhausted and there is no longer any course of action to follow, the case may be considered administratively closed. This will normally be determined by the investigative division. Closing a case administratively simply indicates that the case is inactive pending further developments.

B. UNFOUNDED

A case may be considered unfounded and closed when the investigation determines that no crime had actually been committed and that the initial allegation had no basis.

C. CLEARED BY EXCEPTION

A case may be exceptionally cleared when the investigation identifies the person responsible for the crime, but for some reason outside police control, the person cannot be arrested, charged, or prosecuted.

D. CLEARED BY ARREST

A case may be cleared when at least one person is charged with the commission of the offense.

A supplemental report will be completed by the investigating officer involved to document the case closure.

9.4 DEATH REPORTS

State of California, Government Code section 27492, directs the County Coroner to inquire into the circumstances surrounding the death of individuals under certain conditions. In all cases in this city a death

report will be taken. Under any of the following circumstances officers are directed to take a report and turn the case over to a representative from the Coroner's Office:

- A. When death is associated with a crime
- B. The deceased apparently died of an illness, however, had not been in the attendance of a physician for six months prior to death
- C. When a physician is in attendance, but unable to state the cause of death
- D. Suspected suicide
- E. Following an accident or injury

- F. Death was by drowning, fire, gunshot, stabbing, cutting, starvation, exposure, alcoholism, drug addiction, strangulation, poisoning, or aspiration
- G. Occupational accident or illness
- H. If a contagious disease is suspected
- I. The deceased died in an operating room
- J. Death was related to a surgery
- K. All deaths in which patient in physician=s care was comatose throughout the physicians attendance
- L. All deaths of unidentified persons

9.5 OCEAN INJURIES

This Department shall notify the County Life Guard's Office of any ocean water related injuries (ie. boating, swimming and particularly SCUBA diving).

9.6 OCCUPATIONAL INJURIES

In compliance with the provisions of section 6409(d) of the Labor Code, the following policy has been implemented:

Officer's shall, after arriving upon the scene of an injury, determine if the injured person is an employee and if the injury was incurred during the course of employment. If such is the case, the officer shall be responsible to see that the nearest office of CAL-OSHA, Division of Industrial Relations is notified as soon as possible. This notification may be done over the telephone.

9.7 TRAFFIC ACCIDENT REPORTING PROCEDURES

A. NON-INJURY TRAFFIC ACCIDENTS

1. It shall be the policy of this Department to take a report of non-injury traffic accidents when any of the following circumstances exist:

- a. Criminal act involved
 - b. Damage to City property
 - c. Cases involving City liability
 - d. Probable moving violations with independent witnesses or physical evidence
 - e. When there is damage to a vehicle in excess of one thousand dollars
 - f. If a vehicle is required to be towed from the scene
 - g. If private property is damaged in excess of one thousand dollars
2. Officers who arrive at the scene of an accident shall access the situation, call for appropriate assistance if needed, determine if a hazard exists, and render the appropriate assistance.
 3. If the handling officer determines that no report will be taken, it shall be his responsibility to see that drivers comply with the provisions of the Vehicle Code regarding the exchanging of their pertinent information with one another. The officer shall report this information to the station desk officer.
 4. The desk officer shall be responsible to log the information given to him from the handling officer on a traffic collision ledger.
- B. INJURY ACCIDENTS
1. All traffic collisions resulting in an injury shall be documented in written form utilizing the report forms published by the California Highway Patrol.
 2. Injury accident reports will be written in conformity with the most recent collision investigation manual published by the California Highway Patrol.

9.8 INCIDENT REPORTS

In cases where no reportable crime has occurred, but a record is needed, an officer shall describe the facts of the occurrence in an incident report. This report shall be assigned a DR and shall be processed just as any other report. If the contents of this report are sensitive in nature, the reporting officer will make it confidential and seal the report in an envelope and submit it directly to the Chief of Police. This report will also be assigned a DR number, however, a blank sheet of paper will replace it

in the DR file. This paper will be stamped CONFIDENTIAL and contain the DR number. Confidential Incitant Reports shall be retained in a file in the possession of the Chief of Police.

9.9 BOATING ACCIDENT REPORTS

Officers may be required to complete a California Boating Accident report. Special forms for this type of report shall be maintained by the Department.

9.10 INJURY REPORTS

Officers shall take an injury report under any of the following circumstances:

- A. An Industrial Injury
- B. An injury which occurred on City property
- C. An injury which occurred by means of City property
- D. An injury which occurred at the hand of a City Employee
- E. An animal bite which occurred within the City
- F. All injuries incurred by on duty City employees

9.11 ANIMAL BITES

In all cases where a person within this City is bitten by an animal, the officer shall notify the nearest Office of the SPCA. The SPCA is charged with the responsibility of placing the animal into a Quarantine to determine if it is a health hazard. In addition to the injury report, the officer shall document the circumstances of the animal bite in an incident report.

9.12 OTHER REPORTS

Nothing in this order shall restrict the Department's authority to require other types of reports to be utilized at the discretion of the Chief of Police.

