



# City of Manassas Police Department General Duty Manual



Effective Date: 08-08-2005	<b>GENERAL ORDER</b>	Number: 06-03
Subject: Reporting Procedures		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 11-06-2014 General Order # 6-3 Dated: 7-27-2001		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 1.2.5/ 82.1.5/ 82.2.1 / 82.2.3	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

## PURPOSE:

To limit instances when a written Incident Based Report (IBR) is necessary, so officers are more available for proactive patrol duties.

## POLICY:

Officers are obligated to report accurately all details of crimes, violations, incidents, or other information of Department concern that may come to their attention, in accordance with this directive.

## DISCUSSION:

The "No Report" classification reduces the need for preparing time-consuming reports on certain activities. The success of the IBR system depends upon responding officers' judicious application of this procedure, and their completeness in note taking.

## PROCEDURE:

### I. Situations That Require an IBR

- A. An IBR must be made:
1. When a Group A reportable offense, as defined by IBR guidelines, has been committed, subsequent to:
    - a. Citizen reports of crimes.
    - b. Citizen complaints.
    - c. Incidents resulting in a member being dispatched or assigned.
    - d. Criminal and noncriminal cases initiated by law enforcement officers.
    - e. Incidents involving arrests, citations or summonses.
  2. When an arrest is made subsequent to a complaint (with the exception of warrant services and Group B offenses).
  3. When further investigation or referral may be necessary.
  4. When facts of the current incident may be helpful in another investigation.
  5. When there is any indication that the incident may tend to embarrass the Department, or lead to litigation.
  6. When the incident provides additional or supplemental information to a previous case.
  7. When there is any doubt as to whether the incident requires a written report.
  8. When the nature of the incident or the persons involved in the incident, may be of interest to the Department, other City officials, other criminal justice agencies or the media.
  9. To document any strip and/or body cavity search.
  10. Regardless of call type or service, all Use of Force incidents pursuant to General Order 2-4, require an IBR and a supplemental Use of Force report.
- B. Upon completion of an assignment requiring an IBR, the officer advises the Public Safety Communications Center (PSCC) of the need to write an IBR with the notification, "Report Written," or other appropriate announcement. The Public Safety Communications Specialist (PSCS) should respond, when requested with the appropriate unique case number and time. The report should be completed during unassigned time.

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- C. The IBR form is the basic report form for a case report.
- D. Preliminary reports are due by the completion of the tour of duty in which an incident occurs, unless an extension is authorized by the supervisor.
- E. Officers and their immediate supervisors are notified of errors found within the report upon review by Records Section personnel. This includes failure to complete a report when necessary or when a report number was requested by the officer, but no report was turned in. The officer is given an appropriate amount of time as indicated on the "Error Sheet" to complete and submit the necessary corrections.

**II. Situations That Do Not Require an IBR**

- A. An IBR is not required when:
  - 1. The incident complained of was completed, and those involved are no longer present by the time of the officer's arrival, and the case reasonably requires no further investigation. The appropriate notification to PSCC is "GOA" Gone on Arrival.
  - 2. The incident complained of, although constituting a minor offense or traffic violation, requires that the victim initiate any further prosecution, without police assistance, and the suspect's identity, information and location is known to the victim. The appropriate notification to PSCC is: "Warrants Advised."
    - a. In these cases, officers should ensure that they received all necessary information regarding the suspect necessary for obtaining a warrant, in their field notes.
    - b. Officers advise the complainant that, should he later desire to obtain a warrant, he may contact the officer for assistance.
  - 3. The event complained of, although constituting a minor offense or traffic violation is corrected with a warning or summons issued by the officer. The appropriate notification to PSCC is: "Summons Issued," or "Warning Issued." For example:
    - a. An arrest for DUI, while a Class 1 misdemeanor, is not a reportable offense, and therefore does not require an IBR.
  - 4. A burglary or robbery alarm is found to be false. The appropriate notification to PSCC is:
    - a. "Alarm Malfunction": The alarm was caused by mechanical or electronic failure of the system.
    - b. "Employee Error": The alarm was caused by inadequate training, accident or human failure.
    - c. "Weather": The alarm appears to have been caused by electrical storms or severe weather.
    - d. "Excused": The alarm was caused by circumstances beyond the control of the alarm's owner, i.e., power failure, wildlife entering motion detectors, etc.
    - e. When in doubt, weight should be given to the "Excused" category.
  - 5. The officer performs a service in assisting a citizen that requires no exercise of police authority. The appropriate notification to PSCC is: "Assignment Completed."
  - 6. The incident complained of is civil in nature, and requires no police action other than mediation. The appropriate notification to PSCC is: "Civil Case."
  - 7. The officer responds to a traffic accident, and finds it is non-reportable under the provisions of General Order 8-8. The appropriate notification to PSCC is: "Non-Reportable."
  - 8. The officer observes a roadway hazard that requires action to be taken by another City department. Upon notifying the PSCC, the Communications Specialist documents the hazard and the referral action taken in CAD.
  - 9. The incident complained of did not occur. The appropriate notification to PSCC is: "Unfounded."
  - 10. The incident complained of does not constitute a violation, and reasonably requires no further investigation. The appropriate notification to PSCC is: "No Violation."

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11. The complainant advises the Public Safety Communications Specialist that he requests that the complaint be cancelled. The appropriate Public Safety Communications Specialist notification to the officer is: "Complaint Cancelled."
  - a. Depending on the nature of the complaint, the Public Safety Communications Specialist, Public Safety Communications Supervisor, or any sworn supervisor may decide to investigate the complaint in the normal manner despite the apparent wishes of the complainant. Examples of such complaints include, but are not limited to:
    - (1) Complaints that would constitute felony crimes.
    - (2) Complaints where the safety of persons may be in question.
  - B. In the event that a case does not require an IBR, but the circumstances of the case reasonably indicate that a written record is necessary, the appropriate notation in the "Offense Name" block on the IBR form, and the PSCC notification is always "Police Information." Examples of such situations include, but are not limited to:
    1. Suspicious persons / events cases.
    2. Situations that may pose a risk of litigation for the Department.
  - C. Upon completion of an assignment where an IBR is unnecessary, the officer advises the Public Safety Communications Specialist: "available," and includes one of the responses listed in Section A, above. No other radio response should be necessary.

**III. Audit**

- A. In order to maintain integrity of the Reporting Procedures system, an annual audit is conducted by the Records Section Supervisor to ensure that all cases for which a report number was drawn have been completed. The audit contains a critical analysis of the use of the no report classification over a specified period.
- B. Officers should have adequate information and justification of a no report classification in their field notes concerning cases assigned to them. Officers should retain field notes for a minimum of one year.

Attachments: N/A.

Index as: Alarms.  
Case Reports.  
Report / No Report Audit  
Incident Based Report (IBR)

Reference: N/A.