



---

---

POLICY/PROCEDURE NUMBER: 07-O.A.-007

Page 1 of 6 with three Appendixes

SUBJECT: FIELD REPORTING AND MANAGEMENT

EFFECTIVE DATE: April 25, 2016

REVIEW DATE: April 25, 2017

AMENDS/SUPERSEDES: January 27, 2010 version; February 16, 2011 version; January 8, 2014;  
January 7, 2015 version.

IACLEA STANDARD: 16.1.1, 16.1.2, 16.1.3

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE – YES

APPROVED: Anne P. Glavin, Chief of Police

---

---

## I. PURPOSE

The purpose of this directive is to establish standardized guidelines for officers to follow in order to prepare consistent, high-quality reports of incidents and events occurring within the jurisdiction of the California State University, Northridge Police Department.

## II. POLICY

It shall be the policy of the department that its officers prepare reports for all incidents or events that they are called upon to investigate. While not all routine calls for service will require a report, officers should produce reports whenever possible to maximize the opportunity to record and preserve information, evidence, or any other relevant data that may become of significant value at a later date.

## III. DEFINITIONS

CASE REPORT (CR): reports completed by sworn personnel in which a “CR” number (as shown in the RIMS system) is pulled by either a dispatcher or sworn officer within RIMS. Case reports require a detailed documentation of radio calls or officer initiated incidents as denoted within this policy.

RADIO LOG: also referred to as an incident log, is a form of documentation within RIMS which is pulled by a dispatcher to document a radio call for service or officer initiated activity. Dispatchers include their notes regarding the incident in the “DESC” section of the log, however radio logs may also require that a sworn officer complete a brief summary of the incident as specified within this policy.

RIMS: Records Information Management System is the computer aided dispatch (CAD) software system used by the department to document calls for service, officer initiated situations, person records, vehicle records, evidence, etc., as well as associated reports and information (i.e., case reports, radio logs, photographs, video clips, scanned documents, etc.).

#### IV. PROCEDURES

##### A. Events Requiring a Report

1. In accordance with law enforcement accreditation standards, the department will document every incident in the following categories that is alleged to have occurred in its jurisdiction. PSAP dispatchers will create documentation in a radio log format only, while Sworn Officers will document incidents using a case report or radio log format as specified in section IV.A.3 of this policy.
  - a. Citizens' reports of crime or violations of institutional policies;
  - b. Citizens' complaints;
  - c. Calls for service or assistance to individuals on campus property;
  - d. Incidents resulting in an employee being dispatched or assigned;
  - e. Criminal and non-criminal cases initiated by law enforcement employees;
  - f. Incidents involving arrests, citations or summonses;
  - g. Assists to outside agencies performing official duties on campus property or on border streets or neighborhoods where officers respond.
  
2. Sworn Officers shall respond to calls for service, investigate activity observed while on patrol, and prepare a report (in either a case report or radio log format as specified in section IV.A.3 of this policy) concerning such events or incidents to include, but not be limited to:
  - a. When a person reports a criminal act or violation of institutional policy which may be considered a criminal act per 89031 of the Education Code;
  - b. When evidence indicates that a criminal act may have occurred and there is no victim or witness available to verify the source of the incident;
  - c. When a hazardous condition is observed or reported;
  - d. When an officer renders medical assistance or victims requiring care are transported to a hospital;
  - e. When unusual or suspicious activity is reported and, in the officer's opinion, additional investigation is recommended;
  - f. To record a traffic accident where an involved party is injured or a university vehicle or property is involved;
  - g. To record any event where the university may be required to address circumstances relating to sensitive material or issues;
  - h. When an officer makes an arrest, regardless of the disposition of the arrest;
  - i. When assisting outside agencies performing official duties on campus property;
  - j. When so directed by a supervisor;

- k. When an incident has occurred and the officer concludes that the best interests of the Department and university will be served by preparing a report.
  - l. Property reports beyond the scope of the Lost and Found policy (e.g., found contraband).
3. To assist sworn officers in determining what incidents require a detailed case report or radio log summary, RIMS incident types have been categorized into one of the two categories as follows:
- a. Appendix A lists those incident types that require sworn officers to document within a detailed case report.
  - b. Appendix B lists those incident types that allow sworn officers to provide a brief summary within the radio log by clicking on the “Add Cmt” button of the log.
    - i. Incident types under this category that have a single asterisk (\*) placed next to the RIMS code denote radio log documentation unless a crime or other category requiring a police report is determined by the shift supervisor to have occurred during the preliminary investigation.
    - ii. Incident types under this category that have a double asterisk (\*\*) placed next to the RIMS code denote radio log unless property damage or injury is found during the preliminary investigation.

#### 4. Courtesy Reports

Courtesy reports are case reports taken by the CSUN Department of Police Services for criminal or non-criminal incidents which have occurred within another law enforcement agency’s jurisdiction. There are a variety of incidents which the law requires such a report be taken. These include such incidents as missing persons, identity theft, child abuse, etc. The following conditions must exist for the completion of a courtesy report by CSUN officers:

- a. Exigent circumstances: For example, there is an active mutual-aid task force in operation, potential for the loss of critical evidence such as in a sexual assault, or the travel distance to the concerned jurisdiction is extreme;
- b. The concerned jurisdiction does not complete telephonic reports and is outside a geographical region the reporting party is able to reach; or,
- c. Prior approval is obtained from the Chief of Police, a member of the Command Staff, patrol supervisor, or detective.

Courtesy reports shall not be taken telephonically.

#### B. Case Report Format

- 1. Officers shall use only those report forms and formats authorized by the Chief of Police. The report writing format used by this department for crime/incident reports is the narrative style.

2. All reports shall be prepared as directed in this policy and the Criminal Investigation Policy (Policy/Procedure Number 07-C.I.-005) and within the following guidelines:
  - a. All reports shall be legible and grammatically correct;
  - b. All reports shall be detailed, accurate, honest and factual;
  - c. All reports shall be written in the first-person, using the active voice;
  - d. All reports shall be prepared via computer. If the RIMS system is not functional, reports are to be completed using a word processing program (e.g., Microsoft Word). If computer systems are unavailable, reports are to be handwritten in black ink.

C. Case Report Structure

1. The Police Department has developed and maintains a variety of formatted reports designed to expedite investigative and administrative processes. Officers are encouraged to use all available tools within the various report forms, so as to offer the most detailed picture and quickest reference material for the future reader.
2. RIMS is software for all crime or incident reports. The first part consists of a “face sheet” that indicates what type of crime or incident is being reported. The case report form has tabs for the various screens: Page 1, Page 2, Persons, Property, Vehicles, Accident Info, Narrative/Supplemental, Officers, and Photos. RIMS automatically assigns a consecutive and unique report number.
3. The narrative consists of the officer’s chronological documentation of the events as they are known to have occurred or more than likely transpired as a result of the evidence and suspect/witness/victim accounts discovered. A supplemental report shall be used when pertinent information needs to be documented after the original report has been completed or when an officer, other than the reporting officer, needs to write his or her own narrative.
4. RIMS shall be used to document all criminal activity including crimes reported, arrests, citation-arrests and cases in which criminal activity is suspected.
  - a. In the case of crime reports, officers shall prepare reports as directed in this policy and the Criminal Investigation Policy (Policy/Procedure Number 07-C.I.-005). Other reports shall be produced consistent with the same reporting guidelines for their particular investigative needs. These would include traffic collisions, lost/found property, lost/stolen state keys, etc. In all reports, a first-person, chronological narrative shall be used.
  - b. The report shall also be used to record general information as necessary, as well as incidents such as parking disputes, hazardous conditions and other such less critical issues.
  - c. All reports shall be in the form of a written narrative, regardless of the type of incident.
  - d. Refer to the RIMS User Manual – Chapters 4 – 8, located in the shift supervisor’s office, for procedures to follow in completing each field report.

#### D. Radio Log Format

Officers using the radio log format to document calls for service/incidents (i.e., those specified in Appendix B, not requiring a detailed case report) must complete their summaries by clicking on the “Add Cmt” button within the RIMS radio/incident log toolbar. All names of those involved shall be included in the summary and logged into the RIMS master persons file, linking the respective radio/incident log number to the applicable person’s record. This documentation is not a function of the department’s PSAP dispatchers and may not be delegated.

#### E. Report Writing

1. Officers are reminded that their reports oftentimes offer the only source of cohesive information regarding what occurred during an incident and within a given time period.
2. To ensure that the Department meets the expectation of providing accurate and timely information to its authorized campus administrators and respective allied agencies, officers are required to accomplish the following:
  - a. Officers shall complete reports as soon as possible, preferably immediately after concluding the on-scene investigation.
  - b. Officers will confine their on-line report writing to a patrol vehicle’s mobile data terminal (MDT), the report writing room, or where approved by the shift supervisor.
  - c. Officers shall make every effort to complete all reports prior to the end of his/her scheduled shift. No report shall be held over without the patrol shift supervisor’s approval, and under no circumstances shall any report involving an arrest, 5150 WIC detention, hazardous situation, critical incident, or potentially noteworthy event be held over to be finished at a later date without the approval of the applicable Patrol Operations Watch Commander (i.e., Captain or Lieutenant) or the Captain of Special Services in their absence.
  - d. Officers are responsible for forwarding sensitive or important information to the shift supervisor as it is brought to their attention.
  - e. Officers are expected to complete reports in a fully detailed manner. Any report written by a member of this department shall be free of false or deliberately incomplete information.

#### F. Supervisory Review

1. Supervisors shall review all reports submitted prior to the end of their watch to ensure that the specific procedures outlined in this policy and the Criminal Investigation Policy (Policy/Procedure Number 07-C.I.-005) are being adhered to.
2. Critical components that must be reviewed include:
  - a. Overall completeness and accuracy;
  - b. Proper form usage;

- c. Complete identifying/contact information for all involved parties;
- d. Inclusion of necessary elements for all crimes being reported;
- e. Headers and narrative structure consistent with policy (e.g., traffic collision reports);
- f. Documentation of probable cause leading to the officer's actions;
- g. Crime scene investigation, where appropriate;
- h. Detailed account of evidence recovered;
- i. Proper grammar, tense, and punctuation;
- j. Presence of all required teletypes;
- k. Proper sequencing of documents.

G. Routing Procedure

1. Upon completing assigned case reports, officers shall check the "Turned in" box on Page 1. Supervisors will review and approve the case report using the "Officers" tab and note all routing.
2. Officers are reminded to proofread their work for accuracy as well as detail. Whenever possible, they should summarize points of particular concern, in person, with the shift supervisor to ensure that the finished report does not omit any essential details.
3. Officers may, and are encouraged to, consult with a detective when preparing more complex reports.
4. All reports will be processed through the department records information system as noted in the Records Data Collection Policy (Policy/Procedure Number 07-O.A.-008).

IV. APPENDIXES

A. Incident Types (case report required)

B. Incident Types (radio log required unless specified by an \* or \*\*)

## **INCIDENT TYPES** *(case report required)*

## **APPENDIX A**

ATCALL	Annoying Phone Calls
ARSN	Arson of Structure
ARSNA	Attempted Arson
ASF	Assault Involving a Firearm
ASO	Assault w/other Dangerous Weapon
MUTLAID	Assistance to Another Police Department
INLAPD	Assistance to LAPD
459BFMV	Burglary from Motor Vehicle
459	Burglary from Structure/Premise
INCHILD	Child Neglect/Abuse
7597(A) GC	CSUN Smoking Policy Violation
INDTH	Death Investigation Involving CSUN
ASFDIS	Discharging a Firearm/Negligent Manner
INDOMVIO	Domestic Violence
INOTIF	Emergency Notification
FIRE	Fire Call – Actual
FLWUP	Follow Up
470 PC	Forgery
ININJ	Injury/Illness
THEFT	Larceny
LIQUOR	Liquor Law Violation
INSTKY	Lost State Keys
MISSPRSN	Missing Person
MVIMP	Motor Vehicle Impound /Stored/Recovery
NARCO	Narcotics Activity
211 PC	Robbery
INCVL	Serving of Temporary Restraining Orders

SEXASLT	Sexual Violence
ASSHT	Shooting at Bldg, House, Vehicle
SKATE	Skateboarders
STATEPROP	State Property Electronic Device – Lost or Stolen
IN626	Stay Away Admonishment
INSCV	Student Conduct Code Violation
INSUI	Suicide (Actual or Attempt)
STALKING	Title IX Criminal or Non-Criminal Stalking
INDATE	Title IX Dating Violence
TRAFCOLL	Traffic Collision (not a hit & run)
20001A	Traffic Collision (Hit-Run, Injury or Death)
20002A	Traffic Collision (Hit-Run, Property Damage Only)
TRESPASS	Trespassing
594 PC	Vandalism
WARRANT	Warrant Arrest
WEAPONS	Weapons Violation
WELFCK	Welfare Check
5150 WIC	Welfare/Institutional mental check or detention

Total: 45 categories



## **INCIDENT TYPES** *(radio log required unless specified by an \* or \*\*)*

## **APPENDIX B**

<b><u>RIMS CODE/VALUE</u></b>	<b><u>DESCRIPTION</u></b>
IN911 *	911 Call
ANIMAL	Animal Call
FTPTL	Area Foot Patrol (out of vehicle)
INLK	Area Unlock, Open, or Secure
INBLUE *	Blue Light Phone Activation
CITASST	Citizen Assist
COMMOUT	Crime Prevention/Education Activities
INCRT	Court Appearance
INALMF	Fire Alarm
586 VEH	Illegally Parked Vehicle
INALM *	Intrusion Alarm
K9ASST	K-9 Assist to Other Agency except LAPD
K9COMM	K-9 Community Event
K9ENF	K-9 Enforcement Activity
K9TRAIN	K-9 Training
<i>KEEPEACE</i>	<i>Keep the Peace</i>
INKLIV	Keys Locked in Vehicle
INLF	Lost/Found
<i>MAIL</i>	<i>Mail Hand Delivery</i>
IN961	Money Escort
415NC	Noise Complaint (Non-Criminal)
PRKENF	Ofcr Initiated parking enforcement activities
INOPN *	Open Door/Window, Unsecured Property

<i>PANIC</i>	<i>Panic Alarm</i>
<i>PRESCHK</i>	<i>President Residence Check</i>
<i>REGEVENT</i>	<i>Registered Campus Event</i>
ESCORT	Safety Escort
<i>SAFHAZ</i> **	<i>Safety Hazzard</i>
INSUSC *	Suspicious Situation (Circumstances, Vehicle, or Person)
TCONTROL	Traffic Control
TRFENF	Traffic Safety Enforcement Activity
TSTOP	Traffic Stop
INJUMP	Vehicle Jump Start
<i>VMAINT</i>	<i>Vehicle Maintenance</i>

\* Denotes radio log unless a crime or other category requiring a police report is determined by the shift supervisor to have occurred during the preliminary investigation.

\*\* Denotes radio log unless property damage or injury is found during the preliminary investigation.

Total: 34 categories