



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 401 – Offense/Incident/Supplemental Reports

| | | | |
|--|---|---|--|
| Office with Primary Responsibility: | SSB | Effective Date: Prior Revision Date: | December 21, 2016 December 09, 2014 |
| Office(s) with Secondary Responsibilities: | PSC, PNC, TSC, TSD, FCD, IDC | Number of Pages: | 5 |
| Forms Referenced in Procedure: | SAPD Form #2-2 SAPD Form #2-3 SAPD Form #2-2S | Related Procedures: | 407, 610, 707, 708 |

.01 INTRODUCTION

- A. The purpose of this procedure is to establish guidelines for the preparation of the Department's Offense/Incident/Supplemental Reports. These guidelines are to be followed should the Automated Field Reporting System (AFR) be off line at the time of the report.
- B. The specific instructions for the completion of the offense report are found in the Training Bulletin titled, "Field Note Offense Report Instructional Guide." This publication is available from the Training Academy upon request and the department's website: <https://sapdweb/Default.asp>. (under *Police Training Bulletins*).

.02 DISCUSSION

- A. *Offense Reports, Incident Reports, and Supplemental Reports* will be completed on SAPD Form #2-2, *Offense/Incident/Supplemental Report*. Offense Continuation information will be completed on SAPD Form #2-3, *Offense/Incident/Supplemental Report (Continuation)*. These reports are used to document criminal offenses and other types of police incidents.
- B. All reports require a case (assignment) number. A suffix number is only added in instances of multiple offenses (i.e., 123456/01 and 123456/02). A case number without a suffix number is presumed to have a suffix of "01."

.03 REPORTS

A. Offense Report

1. An Offense Report is completed by an officer who is assigned report responsibility for a reported offense or who files a complaint, as well as for specific special issues (listed in Subsection .04).
2. When completing an Offense Report, the officer will mark the box titled "OFFENSE" on SAPD Form #2-2.
3. SAPD Form #2-2 is used for all occurrences prescribed in Section .05 of this procedure.
4. SAPD Form #2-3 is used to supply additional information on the handwritten offense report: and
 - a. Is required to supplement additional information on suspects, prisoners, missing or wanted persons, warrantless emergency detentions and recovered stolen vehicles; or
 - b. May be used for submitting information obtained through field interviews.

B. Incident Report

1. The Incident Report is the basic report form used to report many police activities. When completing an Incident Report, the officer will mark the box titled "INCIDENT" on SAPD Form #2-2.
2. The incident report form has a multi-purpose format and is used for reporting the following:
 - a. Minor incidents which are not required to be written on an offense report;



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 401 – Offense/Incident/Supplemental Reports

- b. Private property crashes which are not reportable to the Texas Department of Public Safety, in accordance with GM Procedure 707, *Crash Investigations*;
 - c. Impounding vehicles for reasons other than the vehicles being involved in crashes;
 - d. Any administrative information which does not require a specific report form; and
 - e. Information reported by individuals regarding alleged criminal activity; and
 - f. All calls for shots fired that have been validated through the gunfire recognition alert system, unless an offense report is generated.
3. A large amount of historical and statistical data can be retrieved from incident reports. Additionally, the reports are used by the courts, governmental agencies, and individuals in dealing with civil and criminal matters.
- C. Supplemental Report
1. The Supplemental Report is completed within AFR by all officers who respond to a call and may have additional information such as; Dispatched to scene, Took some action, Witnessed some action, or had direct contact with the crowd, **suspect**, witnesses, etc. and this information is related to an offense/incident and the officer is not assigned the Report Responsibility.
 - a. All officers that make the scene of a felony call **with an apprehension** SHALL write a Supplemental Report within AFR, detailing what actions they took or what they witnessed at the scene.
 2. All officers assigned to a call shall provide detailed comments by utilizing the ADD COMMENTS button on their Call For Service screen (CFS), whether they write an AFR report or not.
 - a. For those officers that did not make the scene and their actions were not material to the call, they shall add the appropriate comments to the CFS screen and then use the COVER AVAIL button to return to service. The following examples illustrate typical entries/actions;
 1. Assigned to a quadrant, Cherry and Commerce, took no action. No AFR Report written;
 2. Shut down traffic at Houston and North Walters, did not make scene. No AFR Report written;
 3. Canceled en-route by dispatcher/supervisor, did not make scene. No AFR Report written;
 4. Assigned to call by accident, did not make scene. No AFR Report written; or
 5. Searched the area for suspect, did not find, and took no further action. No AFR Report written.
 - b. For those officers that did make the scene or took some sort of action beyond those listed in section C.2.a. above, the following comments shall be added to the CFS screen, regardless whether or not a report was also written within AFR;
 1. Provided assistance at the scene for crowd control. Supplemental report written in AFR;
 2. Made the scene but was not needed and returned to service. Supplemental Report written in AFR;
 3. Assisted at the scene, transported witnesses to Homicide. Supplemental Report written; or
 4. Handling officer. Offense report written. 1 adult male, 1 felony charge (Agg Robbery).
 3. The officer will mark the box "SUPPLEMENTAL REPORT" on SAPD Form #2-2.



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 401 – Offense/Incident/Supplemental Reports

D. Supplement Report

1. The Supplement Report, SAPD Form #2-2S, is used for adding additional information to box (43) *Details of the Offense/Event*, section of SAPD Form #2-2;
2. When making changes or corrections to reports which have already been submitted into the system; and

.04 THE PRELIMINARY INVESTIGATION

The Offense Report is prepared and submitted when the preliminary investigation reveals any of the following:

- A. An offense classified as a Class B misdemeanor or higher (refer to the Texas Penal Code or GM Procedure 708, *Follow-Up Units*);
- B. A drug/narcotic violation:
 1. Possession of Narcotic Paraphernalia; and
 2. Inhalant Abuse (City Ordinance Violation).
- C. A sex offense (i.e., Sexual Abuse, Indecent Exposure, Public Lewdness, or Disorderly Conduct by Exposure);
- D. All thefts (to include confidence operations such as home improvement swindles, Pigeon Drop, Goldbar Swindle, or Three-card Monte);
- E. Apparent Sudden Deaths (except deaths resulting from traffic accidents, refer to GM Procedure 707, *Crash Investigation*). It should be noted the word "Apparent" shall be used in the title, except in criminal homicide cases;
- F. Any assault offense, regardless of punishment classification; and
- G. Other incidents including:

| | |
|---------------------------------------|--|
| 1. Found Property; | 5. Criminal Mischief; |
| 2. Lost property; | 6. Missing Persons; |
| 3. Attempted Suicide; | 7. Warrantless Emergency Detentions; and |
| 4. Accidental shooting (with injury); | 8. Federal Violations. |

.05 OFFENSE CLASSIFICATION TERMINOLOGY

- A. The number of the Penal Code statute violated along with the title of the statute and monetary value of the loss (if applicable) are included in box number 3 of the offense report.

EXAMPLE: P.C. 31.03 *Theft \$50.00 - \$500.00*

P.C. 22.02 *Aggravated Assault*

- B. In some Theft (P.C. 31.03) and Criminal Mischief (P.C. 28.03) cases, a monetary value of the loss is not always necessary.

EXAMPLE: P.C. 31.03 *Theft from Person (i.e., Purse Snatching and Pickpocket)*

P.C. 31.03 *Theft Enhancement*

P.C. 28.03 *Criminal Mischief (i.e., Interrupting Public Communications)*



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 401 – Offense/Incident/Supplemental Reports

P.C. 28.03 *Criminal Mischief (i.e., Livestock)*

.06 RESPONSIBILITY AND PROCEDURE FOR TURNING IN REPORTS

- A. Refer to GM Procedure 407, *Automated Field Reporting*, for all AFR generated reports.
- B. Should hand written reports become necessary, copies will be forwarded to the appropriate follow-up units, no later than the end of their tour of duty.

.07. Reports Request by Follow-Up Units

All reports requested by follow-up units will be completed within 24 hours from the date of request.

.08 OFFENSE CODING

The offense code is written by a member assigned to the Report Review Detail in the top left-hand corner next to the word "Offense."

.09 APPROVING AUTHORITY

Supervisors will review and approve all reports written by officers assigned to their substation. Supervisors will conduct Police Report Tracking System (PRTS) on all reports submitted by officers.

- A. Supervisors will return reports which are incomplete or incorrect to the officer who wrote them. Any corrections needed on a report will be made immediately by the officer for the supervisor's approval.
- B. Offense/Incident Reports written by non-sworn members and officers assigned to the Service Expediter System will be reviewed and approved by the Report Review Detail.

.10 REPORTS REQUIRING CALL-IN NOTIFICATION

- A. In addition to completing the required reports, members shall immediately report the following types of incidents by telephone to either a member at the Security Desk, service area substations, or the Juvenile Processing Office for entry into NCIC/TCIC or the TLETS computer system:
 - 1. Stolen motor vehicle offense reports are reported to the appropriate service area police service agent.
 - 2. Officers shall immediately call in all missing person reports to the Juvenile Processing Office.
 - 3. Whenever a firearm is reported stolen, an officer shall immediately report the stolen firearm(s) to the appropriate service area police service agent by telephone for entry into NCIC/TCIC.
 - 4. The relocation or repossession of towed vehicles is reported to the police service agent at the Service and Security Agents Desk at Headquarters (207-7610) or the Service and Security Agents Office (207-7324).
- B. Reports are then submitted at the end of the tour of duty with the words "CALLED - IN" written at the top of the report.

.11 REPORTS TAKEN BY SERVICE AGENTS AT THE SECURITY DESK OR SERVICE AREA SUBSTATIONS

- A. When a complainant either calls or arrives at any service area substation in person to make a police report, the Service Agent assigned to the substation Security Systems Desk receives the information and completes the guidelines established in their SOP Manual;



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 401 – Offense/Incident/Supplemental Reports

- B. Missing person reports will be handled in accordance with GM Procedure 610, *Missing Persons*;
- C. When a complainant arrives at the Service and Security Agents Desk at Police Headquarters requesting to make a police report, Service and Security Agents Desk personnel will:
 - 1. Direct the complainant to the appropriate follow-up unit if located in the Police Headquarters building;
 - 2. Contact the dispatcher and request an officer to prepare the report if the follow-up unit is not located at the Police Headquarters building; and

.12 HANDWRITTEN OFFENSE AND PRELIMINARY INVESTIGATION REPORTS

Completed handwritten offense reports are reviewed by the unit supervisor, who updates the status of the case record in the appropriate PRTS System.

- A. Incomplete or unacceptable offense reports are directed to a supervisor in the reporting member's chain of command for timely correction.
- B. Acceptable reports are routed to Records Office personnel. The information from Offense Reports is then entered into the computer system, assigned an offense code, and finalized by data entry clerks.
- C. The offense reports are then physically filed in the Records Office. In order to conform to the court decisions affecting the Privacy Act and the Open Records Act, two (2) separate reports are created by Records Office personnel from the offense report.
 - 1. *Offense Report* - This is the computer-generated report available to the public and the press in accordance with GM Procedure 307.
 - 2. *Preliminary Investigation Report* - This is the computer-generated report routed by Records Office personnel to the follow-up investigation unit. This report is not available to the public and press. It contains all information concerning the offense submitted by the member with report responsibility.
- D. Members shall not include the names of individuals in the details section of reports, with the exception of officers' names.

.13 MAKING CHANGES ON POLICE REPORTS

- A. All police reports which have already been submitted and entered into the system needing additions, changes, or corrections must be accomplished by submitting a supplement report.
- B. Supplement reports can be bin mailed or delivered to the Records Office.
- C. If an error is made when writing a police report, simply draw a line through the error and initial the error, make the appropriate change. Do not use liquid paper or whiteout agent of any sort on reports.
- D. If an officer needs to be contacted to make any changes to reports per the request of any section/unit/office, they will be contacted through their chain of command.