

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 01/24/14
Chief of Police: 	Field & Electronic Reporting Management, 82.2	
Cross Reference: SOP 81.2 Communications Operations SOP 82.1 Records Administration 725 ILCS 5/144-13		Policy Sections: 82.2.1 Reporting Requirements 82.2.2 Field Reporting System 82.2.3 Electronic Reporting 82.2.4 Case Numbering System 82.2.5 Report/Citation Finalization and Distribution

PURPOSE

The purpose of this policy is to establish guidelines for submitting and processing all department reports.

POLICY STATEMENT

It is the policy of the Elgin Police Department to ensure that reports are documented and safeguarded. To facilitate the reporting process, the department offers multiple methods and accessibility for filing reports.

PROCEDURES

82.2.1 REPORTING REQUIREMENTS

- A. Reports and other forms of documentation depicting an incident shall include the following information:
 1. Type of incident, to include the initial date and time.
 2. Name of all applicable parties.
 3. Any other pertinent information.
- B. The specific type of report shall be outlined in the Report Writing Manual.
- C. Department members shall refer to the Report Writing Manual for procedures on the completion of report forms.
- D. Reports and other forms of documentation shall be completed using the department's records management system and approved department forms.
- E. In accordance with discovery in criminal cases (725 ILCS 5/114-13), investigative material in all felony offenses shall be maintained with the original report.
 1. Investigative material include, but is not limited to: reports, memoranda, and field notes. The original field notes shall be scanned and a copy placed with the report.
 2. Investigative material shall be forwarded to the Records Division for inclusion in the department's records management system.

82.2.2 FIELD REPORTING SYSTEM

- A. A police report shall be initiated for the following circumstances when the incident reportedly occurred within the city of Elgin.

1. Citizens reports of crime.
2. Citizen complaints which may lead to criminal charges.
3. Citizen requests for service when an officer is dispatched and an employee is assigned to investigate or take action at a later time.
4. Criminal and non-criminal cases initiated by officers.
5. Traffic crashes.
6. Incidents involving arrests, citations or summonses, except non-misdemeanor traffic offenses.

82.2.3 ELECTRONIC REPORTING

- A. Citizens have the option, but are not required, to file a police report electronically via online reporting through the department's website or the kiosk located in the lobby.
- B. Electronic reporting may be utilized if:
 1. The incident is not an emergency.
 2. The incident occurred within the city limits.
 3. The citizen is not under threat or harm.
 4. The incident did not occur on the Illinois State Tollway.
- C. If the citizen already filed a police report, but needs to file a supplement to their original report, the report must pertain to the type of incidents outlined within the electronic reporting system.
- D. Patrol supervisors on each shift must check for outstanding electronic reports. The reports must be reviewed and approved. Once approved, the reports are automatically merged into the department's records management system. If the report requires correction or is missing information, it must be returned to the citizen for follow-up or rejection.
- E. If a report requires immediate follow-up or evidence collection, patrol supervisors shall notify the appropriate investigative unit or evidence technician.
- F. If a report contains information that needs to be entered into LEADS, the patrol supervisor shall provide communications with a copy of the report.

82.2.4 CASE NUMBERING SYSTEM

- A. As specified in SOP 81.2 Communications Operations, incident numbers are automatically generated by the Computer Aided Dispatch (CAD) system.
- B. Traffic, parking, warning and compliance citations, except those classified as misdemeanors or above, shall not require the assignment of an incident number.

82.2.5 REPORT/CITATION FINALIZATION AND DISTRIBUTION

- A. As specified in SOP 82.1 Records Administration, supervisors are responsible for reviewing all submitted reports prior to approval in the records management system. If the merge fails, the report shall be returned to the employee for corrections.
- B. Records Division staff are responsible for the merging of reports and supplements. When

necessary, staff shall scan additional documentation for submittal to the records management system.

- C. Traffic citations and city ordinance violations are finalized and maintained in DACRA and available in the department's records management system.
- D. Records Division staff are responsible for forwarding accident reports to the Illinois Department of Transportation.
- E. In cases where there are liquor violations or police reports concerning an Elgin licensed liquor establishment, the chief of police shall, when appropriate, bring the matter to the liquor commission.