

Benson Police Department Policies & Procedures	Index No Op4-20-00
--	---------------------------

Order Date: 5/1/2002
Rev Date: 3/19/2025

Subject: REPORT FORMS

Ref. Documents:

Purpose To give officers of the Benson Police Department direction in the use of reports and circumstances when official reports are needed.

Policy:

Scope: All sworn personnel of the Benson Police Department.

Procedure:

REPORT FORMS
INITIAL COMPLAINT REPORT (ICR) FORM

All incidents, either self initiated or responded to by an officer of the Benson Police Department, require an ICR. The ICR form is located in the department's Records Management System (RMS). All references to a case shall reference the ICR number assigned to the case.

REPORTS

Officers will need to fill out and file various forms during the normal course of his/her shift. Reports (e.g.; Incident Reports, Supplemental Reports, Property Reports, etc.) can be located within the department's RMS system. Supporting forms will be used when appropriate, these forms (e.g.; Minnesota Motor Vehicle Accident Reports, Motor Vehicle Theft Reports, Hold Orders, etc.) can be located in the various form files at the department.

An incident report may be used as a supporting form for a Motor Vehicle Accident Report.

SUPPLEMENTAL REPORTS

A Supplemental Report will be used to document any additional information pertaining to a case.

PREPARATION AND REVIEW OF REPORTS (GENERAL)

A. Officers shall complete detailed reports on the prescribed forms for incidents, unless excepted by written directive. All reports shall contain but are not limited to:

1. ICR Number- All reports and charging documents will include an ICR number. Original ICR numbers are obtained from the department's RMS.
2. Date and Time - The date and time of the offense and initial report. Military (24 hour) time will be used on all reports and all departmental communications.
3. Citizen and Business Names - Citizen and business names shall be spelled out. Last names, are listed first, followed by the first and middle names. All reports require full names and dates of birth.
4. Nature of the incident.

5. Nature, date, and time of any action taken by the officer.

All applicable blocks on report forms, citations and court documents will be completed neatly and legibly.

All reports will be submitted prior to end of shift. Incomplete reports will be followed by a Supplemental Report as soon as necessary information becomes available to the officer.

B. Supervisors will review and approve all paperwork prepared by subordinates, including citations and other forms (except information submitted under a promise of confidentiality). They shall:

1. Approve either electronically or otherwise and place in a predetermined location within the Department for Records Section activities.
2. Transmit rejected reports back to the officer.

(Supervisors may approve their own reports.)

REPORTS TO RECORDS SECTION

At least daily (except weekends and holidays), all approved reports will be forwarded to the Department's Administrative Assistant for disposition.

CIRCUMSTANCES WHEN NO REPORT IS REQUIRED

- * Dispatched complaints that are unfounded or are handled by another agency will not require an incident report (ICR only).
- * Dispatched complaints that are canceled by the dispatcher (10-22) or those complaints that are not verified on the scene, unable to locate, or gone on arrival, will only require an ICR.
- * Assignments for which a police response is necessary, but for which a report would simply duplicate ICR data collected. Examples of this category include loud radios or televisions, civil matters, or routine disorderly conduct incidents without arrest.

This classification may be changed by the investigating officer if he/she believes, as a result of the on-scene investigation, an Incident Report would be appropriate or would be of assistance in follow-up.

An initial dispatch to miscellaneous incidents without known complainants which subsequently result in complaint identification will require a report if the subject incident would normally dictate such action.

REPORTING OF MULTIPLE INCIDENTS/VICTIMS

As a general rule, if it can be established that multiple incidents occurred at the same time and location, and were committed by the same person(s), the incident will be recorded on one report, utilizing one ICR (refer additional ICR's to initial). Additional victims and their respective losses will be listed on the incident report and supporting documents (e.g.; robbery occurs and numerous customers are robbed, or numerous autos are vandalized at one time in a parking lot). Exceptions to this rule are as follows:

- * Apartment Buildings - Leased, rented or owned apartments, occupied by different owner/tenants will require separate reports and ICR numbers.
- * Mini-Storage Area - Mini-storage areas leased or owned by individuals will require separate reports and ICR numbers.

* Office Sites - Commercial office sites occupied by different renters or owners require separate reports and ICR numbers.

RECORDING MULTIPLE VICTIMS/SUSPECTS ON INCIDENT REPORTS

When persons have been arrested for multiple incident events, the following guidelines will be followed when completing an Arrest Report (Incident Report):

- * Multiple Victims/One Offender - Complete one Incident Report/Arrest Report with all victims listed.
- * Multiple Offenders/One Victim - Complete one Incident Arrest Report for all defendants.

CLASSIFYING MULTIPLE OFFENSES

When a combination of offenses occurs in the same incident, the offenses considered the most serious will be listed first. More than one offense may be listed on the report, e.g., homicide/robbery, burglary/auto theft.

In cases where multiple offenses have taken place, the classification of Offenses in descending order of severity will be as follows:

- * Homicide
- * Rape
- * Robbery
- * Assault
- * Burglary
- * Theft
- * Auto Theft
- * Arson

CLASSIFICATION OF THEFT OFFENSES

PURSE SNATCHING

The theft of a billfold, purse or similar item from a person shall be classified as a theft if the victim offers no resistance. If resistance is offered and physical force is used or threatened, the incident is classified as a robbery.

THEFT FROM AUTO

Personal articles stolen from a vehicle shall be classified as theft (from auto - non-accessory).

A vehicle's parts taken from anywhere on or in the vehicle shall be classified as theft (from auto - accessory).

LICENSE PLATE THEFTS

If one license plate is missing from a vehicle, the reporting officer shall examine the circumstances and classify the incident as either lost property or theft (from auto - accessory). If classified as theft, the remaining plate needs to be removed before entry into NCIC. Two missing plates will be classified as theft (from auto - accessory).

The reporting officer will advise the reporting person that it is necessary for the owner to

respond to the DMV (or appropriate vehicle licensing authority for vehicles registered in another state) and obtain replacement plates. The reporting person will be advised of the ICR number. This notification shall be noted in the narrative section of the Incident Report.

STORAGE BIN THEFT

When property is taken from a storage room where multiple persons have access and no force is used to gain entry, the incident shall be classified as a theft. If force is used to gain entry into a common area or an individual storage bin within the common area, the incident shall be classified as a burglary.

REPORTING DEFINITIONS

Victim - A person (including a police officer, an owner of a business or designee) who has suffered death, physical or mental anguish, or loss of property as the result of an actual or attempted offense committed by another person. A "Trading As" (T/A) shall not be recorded as a victim.

- * T/A - A public or private establishment involved in an incident.
- * Reporting Person - A person who reports an incident to police.
- * Witness - A person having knowledge of circumstances of an incident.
- * Police Department - Benson Police Department.
- * Suspect - Based upon information gathered at the scene, a person who is believed to have committed an offense, or is believed to be involved in a suspicious activity but has not been arrested or charged. A person shall not be listed as a suspect merely because the victim thinks a party has committed the crime. Suspects can be listed as "Suspects" if the officer determines the victim has given satisfactory rationale for their suspicion. The victim's suspicions shall be listed in the narrative of the report.

ASSISTS TO OTHER JURISDICTIONS WITHIN THE STATE

In response to requests for assistance by other jurisdictions, officers will indicate within the "Synopsis" portion of the "Incident Report" a narrative indicating the nature of the matter under investigation, facts to document the investigation was an assist to another agency, and the name of the requesting agency. The agency and agency representative requesting the assist must be entered in the name data portion of the incident report as a "Mentioned" (M code must be used).

If a copy of the report outlining the investigation results is requested, an indication to that effect shall be made in the narrative. The report will be forwarded to the requesting agency after supervisory approval. Where situations of immediacy dictate the report be forwarded by the officer prior to approval, the officer will note that under the Case Log in the ICR (RMS Program).

CRIMES OCCURRING IN NEIGHBORING JURISDICTIONS

All reports of misdemeanors and incidents that have taken place in other jurisdictions will be referred to the appropriate jurisdiction. No action need be taken by officers of this department other than to inform the complainant to contact the appropriate jurisdiction.

If a felony has taken place, the officer will request that Dispatch make notification to the appropriate jurisdiction. Officers should make it understood to the reporter that an in-person notification must be made to the appropriate jurisdiction regarding the crime. Officers of the

Benson Police Department will assist in a neighboring jurisdiction's case after being requested to do so by that jurisdiction. Reports will be handled as outlined in "Assists to Other Jurisdictions Within the State."