

## Report Preparation

### 301.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those deputies of the Office who complete investigations and reports as a part of their duties.

### 301.2 POLICY

It is the policy of the Montgomery County Sheriff's Office that deputies shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document all information, observed, collected and or obtained to refresh the deputy's memory and shall provide enough detail for follow-up investigation and successful prosecution.

### 301.3 EXPEDITIOUS REPORTING

An incomplete report, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

### 301.4 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and accurate in all major areas prior to submission and approval. It is the responsibility of the deputy to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Deputies shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. The reporting member's opinions should not be included in reports unless specifically identified as such.

#### 301.4.1 REPORTS AND FORMS

All incident reports are to be typed into the Report Management System (RMS) by the investigating deputy. Handwritten reports will only be accepted if the RMS system has failed.

The submission of County, State and federal agency forms may be handwritten unless the requirement for typing is apparent.

The submitting deputy will be required by the reviewing supervisor to promptly make corrections and resubmit the report, if needed.

In general, the narrative portion of reports should be brief, and describe the call for service responded too. The complete narrative of the report should be completed under the supplement mode included as the officer's notes. All reports shall use appropriate grammar, and correct spelling as the content is the responsibility of the deputy.

## *Report Preparation*

---

### **301.5 REQUIRED REPORTING**

In all of the following situations, deputies shall complete reports using the appropriate office-approved forms and reporting methods, unless otherwise approved by a supervisor.

#### **301.5.1 CRIMINAL ACTIVITY**

When a Deputy responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the Deputy shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

- (a) All arrests
- (b) All felony crimes
- (c) Non-felony incidents involving threats or stalking behavior
- (d) Situations covered by separate policy. These include:
  - 1. Use of Force Policy
  - 2. Domestic Violence Policy
  - 3. Child Abuse Policy
  - 4. Adult Abuse Policy
  - 5. Hate Crimes Policy
  - 6. Vehicle Pursuit
- (e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using the office-approved alternative reporting method (e.g., dispatch log).

**301.5.2 NON-CRIMINAL ACTIVITY** Non-criminal activity to be documented includes:

- (a) Any found property or found evidence.
- (b) Emergency Commitments
- (c) Any time a person is reported missing, regardless of originating jurisdiction (see the Missing Persons Policy).
- (d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (e) Suspicious incidents that may place the public or others at risk.

# Montgomery County Sheriff's Office

## Policy Manual

### *Report Preparation*

---

- (f) Any use of force by members of this office against any person (see the Use of Force Policy).
- (g) Any firearm discharge (see the Firearms Policy).
- (h) Any time a member points a firearm at any person.
- (i) Any traffic crash above the minimum reporting level (see the Traffic Crashes Policy).
- (j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

#### **301.5.3 MISCELLANEOUS INJURIES**

Any injury that is reported to this office shall require a report when:

- (a) The injury is a result of drug overdose.
- (b) There is an attempted suicide.
- (c) The injury is a suicidal gesture and potentially fatal.
- (d) The injury is serious or major.
- (e) The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.

#### **301.5.4 DEATHS**

Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

- (a) Unattended deaths (no physician or qualified hospice care during the period preceding death)
- (b) Sudden, accidental or suspicious deaths
- (c) Suicides
- (d) Homicide or suspected homicide
- (e) Found dead bodies or body parts

#### **301.6 REVIEW AND CORRECTIONS**

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should contact the Deputy about what corrections need to be made, and whenever possible the reporting Deputy will make corrections. At times it may be necessary for the Supervisor to complete corrections.

Supervisors will not direct a member to alter facts in report nor make changes without permission of the member who wrote the report.

# Montgomery County Sheriff's Office

## Policy Manual

### *Report Preparation*

---

The original report should be returned to the reporting member for correction. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner but must be completed and submitted by the end of the shift on the day of taking the report.

#### 301.6.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report.

Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring deputy with the knowledge and authorization of the reviewing supervisor.

