



East Norriton Township Police Department

GENERAL ORDER 3.4.1

FIELD REPORTING AND MANAGEMENT

Subject:

Records

Issued Date:

March 23, 2011

Effective Date:

March 23, 2011

Revised Date:

November 18, 2019

PLEAC STANDARD Reference

3.4.1

Index Words

Field Reporting and Management

Records: Field Reporting and Management

The purpose of this policy is to establish procedures for the field-reporting, management, review, and distribution of all incidents handled by officers of the East Norriton Township Police Department.

It shall be the policy of the East Norriton Township Police Department that all personnel comply with the provisions of this general order.

3.4.1 Field Reporting and Management

A. Members of the East Norriton Township Police Department shall use the appropriate form(s) as indicated by the nature of the incident being investigated. Complete and accurate reports are expected from all Department personnel. The police record system depends on the quality of the work performed by all officers.

1. Reports shall be completed for every incident except:

- a. Disabled Vehicles in which the owner is on location and had made arrangements to remove the vehicle, and
- b. Information calls of a minor nature. These include accident information, messages to other officers, and directions.

B. Forms generally used in field report writing include, but are not limited to:

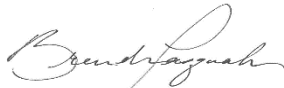
- Incident Report and Supplemental Report,
- Penn Dot Traffic Accident/East Norriton Police Non-reportable accident form,
- Property/Evidence Form,
- Juvenile and Adult Arrest Report,
- Vehicle Inspection Report,
- Vehicle Lockout Report,
- Township Condition Report.

C. Examples of reports and forms, and instructions on how to complete various forms can be found in the East Norriton Township Police Department Report Manual.

D. All reports and records are maintained to document police activity and shall contain the following information, if available:

1. Date and time of the initial report,
 2. Name, if available, of the person requesting the service, victim or complainant name, SS#, date of birth, address and phone number,
 3. Nature of the incident,
 4. Location of the incident,
 5. Suspect(s) name, date of birth, SS#, address and phone number,
 6. Witness information,
 7. Date and time when the incident allegedly occurred,
 8. Name and badge number of the officer taking the report.
- E. In cases where the person calling in the report or incident does not give a name, the officer shall include "anonymous" for the name.
- F. All hand written reports shall be legible, with correct spelling and correct grammar.
- G. Officers shall submit all necessary reports without unnecessary delay. Reports submitted shall be truthful and complete and no officer shall knowingly enter or cause to be entered any inaccurate, false or improper information on any report or record of this Department.
- H. Reports must contain the essential information including, but not limited to the inclusion of who, what, when, where, why and how.
- I. Accident reports, incident reports shall be completed and submitted to the Sergeant or OIC no later than two (2) hours after completion of the call. Major crime reports shall be completed before the end of the shift whenever possible. In no case should a report not be completed by the end of the next full working day.
- J. All reports shall be reviewed for legibility, completeness and accuracy by the Duty Supervisor. Reports not approved will be returned to the officer for necessary corrections. Once corrected and approved, the Supervisor will approve the report and submit through the RMS.
- K. Under PA Right to Know (RTK), most reports used by the Department are a matter of public record. They must be truthful and accurate. Any misrepresentations, omissions or falsification of information on any report, including the Daily Activity Report is a violation of this General Order.

By order of:



Brandon Pasquale
Chief of Police