

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

DEPARTMENTAL REPORTS
SUBJECT

DATE: August 3, 2016

NO: I-6

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Departmental Reports
Report Writing
Documentation of Incidents/Calls for Service
Crime Reports
Significant Incident Reports
Outside Agency Investigation
Courtesy Reports

I. POLICY

The policy of the Stockton Police Department is that Department Personnel shall document all incidents of crime or significant incidents that occur within its jurisdiction on the appropriate Departmental report.

II. PROCEDURE

- A. Department Personnel who are dispatched to a call for service that involves an obvious criminal violation, or who come upon an incident that involves an obvious criminal violation, shall thoroughly document the incident on a Crime Report.
- B. Department Personnel who are dispatched to a call for service or who come upon an incident that does not obviously involve a criminal violation, but is of significant importance, shall thoroughly document the incident on a Significant Incident Report (SIR).
- C. The following reports must be completed and reviewed by a supervisor prior to the author securing from his/her shift:
 - 1. All Arrest Reports.
 - 2. All Missing Person Reports.
 - 3. All Domestic Violence Reports, regardless if an arrest is made.
 - 4. All reports of a significant nature that may be cause for notification of Department Command Staff.
- D. All other types of reports shall be completed prior to the author securing from his/her shift unless approval is given from a supervisor to hold the report over. The report must be completed no later than the following day. If the author of the report is on his/her last day of work prior to his/her weekend, the report may not be held over, and must be completed prior to the author securing from his/her shift.
- E. Officers must check daily, during their work shift, in ARS for any reports which have been unapproved.
- F. Persons calling from within the Stockton city limits, who were victimized outside of Stockton should be encouraged to report the crime to the agency where the crime occurred.
 - 1. If the victim insists on reporting with the Stockton Police Department, or the agency of jurisdiction refuses to take the report because the victim is in, or lives in Stockton, then employees will author a report.
 - 2. Crime reports from outside jurisdictions shall be taken as Significant Incident Reports. Stolen property will not be listed in the "PROPERTY" tabs of the report, but may be listed in the narrative.

3. Stolen property will not be entered into CLETS by Records Section personnel as this creates a situation where it later needs to be removed and the ARS report augmented.
- G. Arrests made by Stockton Police Officers, such as those officers assigned to task forces, outside of the city of Stockton, shall be documented as follows:
1. A subsequent arrest report should be authored under the existing DR number for the case.
 2. If there is not an existing DR number, and the arrest is from fresh charges, officers should request the assistance of the agency from the jurisdiction they are in (i.e., A fresh arrest in Tracy, CA, should be written by Tracy P.D. with an S.I.R. written referencing their DR number).
 3. If the responsible jurisdiction is unable to author a report, then officers should author the report and make a notation in the SYNOPSIS that the crime and arrest occurred in an outside jurisdiction.
- H. For more detailed information regarding Departmental reports, refer to the current Stockton Police Department Report Writing Manual.