

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>41.10 Police Reports - Completion, Submission, Approval and Distribution</b>			
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**I. PURPOSE**

The purpose of this policy is to establish criteria for the preparation, submission, approval, and distribution of police reports.

**II. POLICY**

It is the policy of the Kenosha Police Department to document reported and suspected crimes and criminal activity occurring within its jurisdiction. Additionally, certain non-criminal events, situations, and circumstances will also be documented.

Employees will conduct a thorough, comprehensive, and complete preliminary investigation. Employees will complete any and all additional paperwork required.

Supervisors will review, approve and route the case reports to the appropriate division, court or agency.

**III. PROCEDURE**

A. Documentation of Crime or Criminal Activity

1. When responding to a call about an alleged crime, the assigned employee will conduct an investigation that includes, but is not limited to, writing a detailed report, obtaining witness/victim statements, canvassing the neighborhood, processing or having the scene processed, and collecting all pertinent evidence.
2. The employee taking the information should complete the initial report as soon as possible. Generally, the report shall be completed before the end of the employee's tour of duty. If the report must be completed on overtime, the employee must seek approval from a supervisor to remain on overtime for report completion.
3. Case and supplemental reports shall be completed in Mobile. All reports including associated documents or attachments shall be submitted to a supervisor for approval and distribution.
4. Crimes and Criminal Activity that would require a report include but are not limited to:
  - ◆ All felony crimes
  - ◆ Personal injury crimes
  - ◆ Domestic violence/abuse crimes and/or incidents
  - ◆ Elder abuse

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- ◆ Child abuse
- ◆ Abused or neglected children and abused unborn children as to comply with Wisconsin Statute 48.981
- ◆ Sexual assault and/or abuse
- ◆ Homicides
- ◆ Batteries
- ◆ Kidnapping
- ◆ Stalking
- ◆ Property crimes
- ◆ Burglaries
- ◆ Robberies
- ◆ Arson
- ◆ Other crimes not listed

5. In addition to crimes, the following activities, events and situations will require a case report:
  - ◆ Any personal injury or which might result in liability or claim against the city
  - ◆ All drowning incidents or near drowning incidents
  - ◆ All suicides or attempted suicides
  - ◆ Major transportation, industrial, or chemical accidents
  - ◆ Found property
  - ◆ Any injury of questionable nature
  - ◆ Anytime an individual is taken into protective custody, i.e. Chapter 51 Emergency Detention
  - ◆ Seizure of any property
  - ◆ Whenever ordered by a supervisor or when the employee feels the event, situation, or circumstances should be documented
  - ◆ Hit and Run Accidents
  - ◆ Incidents when an employee draws and displays a firearm in the presence of an individual for the purposes of gaining compliance.

#### B. Supervisor Responsibility

1. Supervisors will review all submitted reports, citations, accident reports, or other miscellaneous reports prior to approval. The supervisor shall check all reports for completeness, accuracy, neatness, spelling and grammar. The supervisor will ensure that all related documents are complete and included.
2. In the event that a report is submitted that is incomplete, incorrect, or requires additional documentation, the report will be given back to the officer to be corrected. That correction will take place in a timely manner. Minor errors and type-o's that do not affect content, may be addressed by the supervisor signing the report.
3. Reports that require additional criminal investigation will be referred to the Detective Bureau.
4. Reports written in the police department will be written in the report writing room, training room, or another designated area.