

DEKALB POLICE DEPARTMENT

Subject: **Case Record Procedures**

Policy #: **303.1**

Effective Since: 8-21-03 (as Case Report Opening, Numbering, & Distribution) Originally Issued As:
General Order # 13

Revision Effective: 1-1-19

FTO Training Task: # 20

Reference Material: NA

ILEAP Standards Covered: ADM.25.01, 25.06, 25.07, 25.11

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PURPOSE: The most important single method for recording and filing police information is the case record - it serves as the record and history of the department's activities. All incidents brought to the attention of the Police Department that require a case record, except as otherwise provided by standard operating procedure, are recorded in a central records management system (RMS).

POLICY: All reported incidents are assigned a unique records number. All incidents of reported crime will require the submission of a full case report. The department permits the reporting of certain incidents without writing a full case report, but when there is doubt, a case report should be written. All written reports are recorded in RMS.

DEFINITIONS:

CAD: Computer-Aided Dispatch system

RMS: Records Management System

Case record: any written or computerized report serves as a case record. Examples of case records are CAD entries, written reports, accident reports, tow reports, property reports, tickets, etc. Any criminal or ordinance offense requires a written case report. See Policy # 303.2 for additional information regarding the RMS system.

PROCEDURE:

- A. Every incident occurring within the department's service area will require documentation within the appropriate case record, including the following:
 1. Citizen reports of crimes (case report)
 2. Citizen requests or calls for service (CAD entry or case report)
 3. Times of dispatch or assignment (CAD entry)
 4. Criminal cases initiated by officers (case report)
 5. Non-criminal cases initiated by officers (CAD entry or case report)
 6. Incidents resulting in custodial arrests (case report)
 7. Incidents resulting in the issuing of traffic tickets, summonses, or subpoenas (CAD entry or case report)[ILEAP ADM.25.01]
- B. All incidents requiring a case record, regardless of source, will be recorded indicating the following:
 1. Date, time and location that the incident occurred;
 2. Type of incident;
 3. Case record number;
 4. Description of incident;
 5. Pertinent information related to incident;
 6. Disposition of incident;
 7. Names, addresses, person's identity and dates of birth as well as other pertinent information related to incident.
 8. In arrest situations, the defendant's name and charges must be recorded.
 9. Name or badge numbers of officer(s) involved in the incident.
 10. Reports of any kind should be completed as soon as practically possible.
- C. A full written report is required in the following situations:
 1. The report or occurrence of any crime that is required to be reported to state and federal authorities.
 2. Domestic disputes, regardless of whether or not an arrest is made.

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3. Any custodial arrest situation.
4. The execution of a search warrant.
5. Whenever statutorily required.
[ILEAP ADM.25.07(a)]
- D. If a citizen within the department's jurisdiction reports an incident such as fraud where the location of the offense cannot be readily determined, the officer will document the incident in a case report and will forward it to the appropriate jurisdiction if and when that information is known. [ILEAP ADM.25.07(c)]
- E. Assignment of unique case report numbers
 1. A sequential CAD-generated event number is assigned to all calls for service.
 2. A sequential CAD-generated report (RD) number is assigned to all incidents requiring a written case report. This is in addition to the assigned event number.
[ILEAP ADM.25.06]
- F. Case Report Processing:
 1. Original reports shall be forwarded to the commanding officer for review.
 2. The commanding officer shall review case records for completeness and accuracy.
 3. The commanding officer shall electronically sign all case reports after checking them for completeness and accuracy and then submit to administrative records review.
 4. There shall be an administrative records review of all case reports to assign the appropriate uniform crime codes and to double-check for completeness and accuracy.
[ILEAP ADM.25.07(b)]
- G. The agency has and complies with a records retention schedule consistent with the Illinois Compiled Statutes. The department will comply with the current schedule as provided by the Local Records Commission. A purge of department's records should occur annually. [ILEAP ADM.25.11]

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.