

## DEKALB POLICE DEPARTMENT

Subject: **Records Management System (RMS) Operations**

Policy #: **303.2**

Effective Since: 8-21-03 (as Case Report Form System)

Revision Effective: 1-1-19

FTO Training Task: # 20

Reference Material: NA

ILEAP Standards Covered: ADM.25.02, 25.04, 25.05, 25.08, 25.09

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**PURPOSE:** It is the purpose of this policy to provide general guidelines for efficient, effective, and accurate reporting; and to provide a framework for the operations of the Records Management System (RMS).

**POLICY:** It is the policy of the department that its employees prepare reports that accurately reflect incident summaries, using the proper electronic format or paper forms while using proper communication techniques and grammar skills. The RMS will be maintained in accordance with department policy, striving for uniformity and accuracy.

### DEFINITIONS:

RMS: Records Management System

Report Form: any actual document or electronic document containing any portion of an official police report

### PROCEDURE:

#### I. **General Guidelines for Report Writing:**

- A. Reports must contain accurate information.
- B. Reports must include all the elements of a particular offense.
- C. In arrest reports, evidence establishing probable cause shall be included.
- D. If printed, reports must be legible.
- E. Reports should contain correct spelling, to include:
  - 1. Names of persons
  - 2. Street names
  - 3. Incident locations
- F. Birthdates should be accurately recorded and verified if necessary through LEADS.
- G. Reports should contain proper grammar and sentence structure.
- H. Vulgar language should not be used unless in direct quotes.
- I. Direct quotes should be put in quotation marks.
- J. Reports should state facts, not opinions.
- K. Reports must be taken when documenting a criminal offense.
- L. CAD entries only may be used when documenting minor events of a **non-criminal nature**, but NOT for domestic disputes, juvenile problems, or any event that is classified as a crime.

#### II. **Report forms:** the following are report formats that may be included with a written report:

- A. Incident reports in RMS:
  - 1. Face sheet, or cover sheet
  - 2. Additional persons sheet
  - 3. Vehicle/property sheet
  - 4. Supplemental, or follow-up reports
  - 5. Arrest report
- B. Additional report forms:
  - 1. Tow forms
  - 2. Accident reports
  - 3. Evidence receipts
  - 4. Written statements

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5. Neighborhood Canvass form
6. Dog bite/confinement form
7. Domestic Violence Report Form
8. DCFS Abuse/Neglect Form
9. YSB Juvenile Referral Form
10. Missing/Endangered Persons form
11. Other specific reports as needed or directed

- C. DUI and Zero Tolerance forms: (see Policy # 403.6 for proper form use)
1. Warning to Motorist
  2. Sworn Report
  3. Alcohol Influence Report Form
  4. Alcohol Influence score sheet

### **III. Automated RMS Files**

- A. An electronic alphabetical master name file is maintained in RMS. Persons being named in a report should be cross-checked with the file to ensure proper spelling and to avoid duplicate entries. [ILEAP ADM.25.04]
- B. RMS automatically maintains electronic files in the following categories:
1. Incidents by type of offense
  2. Incidents by location
  3. Stolen property
  4. Found property
  5. Recovered property
- [ILEAP ADM.25.05]
- C. The department's RMS system shall remain compatible with the Illinois Crime Reporting Program. [ILEAP ADM.25.02(a)]
- D. Physical and electronic records are accessible 24 hours a day. [ILEAP ADM.25.02(b)]

### **IV. Automated Accident Reports and Traffic Records System**

- A. Whenever possible, the department's automated accident report system should be used to document accidents on the state crash report.
- B. When the automated accident report system is not functional, the handwritten state crash report form should be used.
- C. The accident report system will record all pertinent traffic accident data, including the date, time, location, vehicles, drivers, and passengers involved. [ILEAP ADM.25.09(a)]
- D. Traffic enforcement data will be recorded in RMS, including any citations or other traffic arrests, including the date, time, location, vehicles, and drivers involved. [ILEAP ADM.25.09(b)]

### **V. Arrest Information**

- A. In arrest situations, RMS automatically assigns a system number to each arrestee.
- B. All arrests on state charges will be reported to the state and federal Uniform Crime Report system.  
[ILEAP ADM.25.08]

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Report security measures are listed in Policy # 303.3.

**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.