Series 200 Operations	Effective Date TBD	Review Date *Three Years*	Directive Number 201.2
Chapter 201 - Patrol Operations			
Reviewing Office *Enforcement Operations*			☐ New Directive ☒ Revised Revisions in *italics*
References			

PATROL RELATED REPORTS

201.2 - 1 *Purpose*

The purpose of this directive is to establish Detroit Police Department (DPD) guidelines, policies, and procedures for the preparation of incident reports and officer's daily reports.

201.2 - 2 *Policy*

The purpose of this policy is to define and outline the functions of patrol related reports within the department and to ensure intra-organizational and information sharing.

201.2 - 3 *Procedures*

A police report is a written record of the facts found during the course of an investigation. Detailed field or fragmentary notes shall be taken at the scene to assist the officer in preparing a complete and accurate report. The initial information gathered at the scene shall be adequate to ensure a finished report. Notes and a properly prepared report may prove critical in view of the fact that it may be difficult to locate witnesses and/or complainants at a later time*.*

201.2– 3.1 Note Taking

When preparing notes, it is important to ask the following key questions: Who? What? Where? When? How? And Why? The answers to these key questions will provide the best means of preparing a complete and accurate report.

201.2– 3.2 *Who?*

Try to identify everyone involved in the incident. At a minimum; Record his or her full name; Address, telephone number, date of birth (DOB), sex, and race.		
Who was the victim?	Who are the other members at the scene?	Who marked the evidence?
Who is suspected?	Who is the person reporting the crime?	Do the involved individuals have a social media presence, e-mail address, an alternate or work telephone number?
Who are the witnesses?	Who wrote the report?	Whom did the member interview?
Was the suspect/offender driving a vehicle? Give details	Who discovered the crime or incident?	Is there any additional information available to provide about victim/offender?

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201.2 – 3.3 *What?*

Questions concerning detailed actions, events, weapons and physical objects shall also be considered. Ask such questions as:	
What happened?	What crime was committed?
What evidence was found?	What was taken?
What regulations or laws were violated?	What was done with the evidence?
What further action is needed?	What was the last known direction of travel?

201.2 – 3.4 *Where?*

Exact locations are of great importance in court to address crime. The position of a gun in a fatal shooting may help determine whether death was due to an accident, suicide, or murder. Court rules governing searches and seizures make it vital to note the exact spot where contraband was found, such as a narcotic or firearm case. Ask such questions as:	
Where did the crime take place?	Where were the witnesses?
Where did the suspect enter?	Where did the suspect exit?

In cases where the police run is a hospital, members shall contact dispatch to update the location to the place of occurrence and incident report. However, CAD will still reflect the run to the hospital for statistical purposes.

***201.2 – 3.5* When?**

Record precise timelines for all key events, including:	
When the crime occurred	*When did the member arrive on the scene?*
When the report was made	*When were the photographs taken?*
When evidence was discovered	

201.2 – 3.6 How?

Determine how the incident unfolded. Questions may include:	
How was the crime committed?	*How did the perpetrator exit?*
How did the suspect escape or evade detection?	*How did the member make the arrest?*
How did the perpetrator enter the crime scene?	*How did the member get the information?*

201.2 – 3.7 Why?

Establish motives or reasons behind the incident. Relevant questions might be:
Why was the crime committed?
Why were specific actions taken by the suspect or victim?

201.2 - 4 Incident Report

The incident report is designed as a tool for members of the department to use when reporting matters and/or when no other designated form is appropriate.

201.2 - 4.1 Arrest Report

A short report completed prior to detainee processing that provides information of the arrest such as: Name, Race, Sex, DOB, Arrest Location, Charge(s) and Short Description of the Probable Cause on page 2 of the arrest notes section. Whenever individual(s) are taken into police custody, BOTH an Arrest and Incident Report are required. If arrested for a felony, one officer will complete the incident report, and the partner will complete a supplement.

1. *The case number in the Arrest report shall correspond with the Incident case number, NOT the Warrant number.*
2. *Arrests originating from incidents previously captured in the current Records Management System require an Arrest and "Supplement" Report to be completed in the system only. NO New Incident Report shall be done.*
3. *Arrests originating from incidents captured in the prior reporting system CRISNET previously required members to complete a supplement in CRISNET only. No new Incident Report was entered in the current Records Management System (unless a "new charge" applies such as Fleeing and eluding, etc.). However now that CRISNET is view only in Talon, an Arrest and Incident report are required, for example a "criminal arrest warrant" offense code for a CRISNET incident.*

201.2 - 4.2 *General*

When a member becomes involved in or exercises official police authority, whether on or off duty, the member shall prepare an incident report and/or any other required report. This report shall be submitted to a supervisory officer as soon as possible after the incident and shall not be held until the end of the member's tour of duty. *The report shall be routed to the appropriate investigative entity.*

201.2- 4.3 *Other Arrests*

Members of the department are not an arresting authority in any of the following situations:

1. Outside law enforcement agencies arresting persons wanted by any department;
2. Private security guards effecting arrests in their work location; and
3. Citizen's arrests.

Incident reports detailing such events shall be properly captioned as either "*Conveyance," "Private Security Guard Arrest*," or "Citizen's Arrest," in the *officer narrative with the crime charged and/or warrant number cited after the caption*. *Also, the name of the actual arresting party or outside law enforcement agency shall be included in the officer narrative of the incident report*. *On other department forms and reports, the name of the actual arresting party or outside law enforcement agency shall be inserted where space is provided for an arresting officer's name. Members taking the individual into custody shall be documented on the arrest report, as the "Arresting Officer's*."

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This also includes detained juveniles whether turned over to Wayne County Youth Home or Released to Parent.

Arrest Types in Arrest Module Report:
- *On-view (On Patrol)*
- *Cited (Not Taken into Custody)*
- *Taken into Custody (Warrant)*

201.2 - 4.4 Preparation of Incident Reports
Page one (1) of the incident report creates the basis for the entire incident report which includes the following tabs:

a. Offenses Tab;
b. Property Tab;
c. Names Tab;
d. Vehicle Tab;
e. Modus Operandi (M.O.) Tab; and
f. Public Narrative.

Occurred On
The date and time the incident occurred; or the dates between which the incident occurred shall be indicated in the fields "Occ" and "At End." The "Rept Date" is the date the member is completing the report.

Location
The place where the "actual" incident occurred, (not where the police run was dispatched to unless applicable). If an exact address is not known, list the cross street. Make sure the location is geo-verified, thus proper mapping of the incident.

201.2 - 4.5 *Offense Tab*
1. The "Offense" section contains all offenses reported for the incident. If multiple offenses are entered, Mobile Field Reporting (MFR) will automatically re-order them in an Incident Based Reporting (IBR) hierarchy order. *T*he most serious offense will be listed as the first offense. *Fill out the "Att/Com" tab to make sure it documents whether incident is "Att - Attempted" or "Com - Completed."*
2. The following steps shall be followed when completing the Offense Tab:
   a. Members shall complete the mandatory (yellow) fields;
   b. *Blue* fields indicate a "pick list." A special character key (i.e. /, ?) and enter shall be used to access the list;
   c. Green fields indicate toggle choices. The space bar shall be used to access those choices;
   d. Click on the "Offense" tab;
   e. Use the "pick list" to select the reported offense;
   f. Once the appropriate offense is selected, complete the applicable fields;
   g. Click the "Save" button to save the related offense. If additional offenses are included, click the "Add" button and repeat the appropriate steps for each additional offense;

h. The saved offense(s) will appear in the box below the “Exit” button. All offense(s) will appear in sequential order;
i. Every offense must be linked to a victim, if not an IBR error will occur; and
j. Click the “Exit” button to proceed to the “Names” tab.

201.2 - 4.6 *Names Tab*

In this tab, all involved individuals will be listed (Victim, Offender, Suspect, Witness, Involved Other, Reporting Party, etc.). Members shall include social media personas and e-mail addresses when provided by involved individuals or list why they were unable to obtain the information. Members shall ensure that all pertinent information on all involved individuals is obtained if known. When the name(s) are saved properly they become part of the *Master Name record* in the Records Management System (RMS) field, which allows members to search those names in RMS. *Additionally, members shall update address, phone number, etc. when using a Master Name record currently in the system, as it is key for future searching and Intel.*

201.2 - 4.7 *Offender Code Tab*

The individual responsible for committing the offense will be coded as the “Offender.” The individual suspected for committing the offense will be coded as the “Suspect”. If partial information is known for the offender it will be coded as the “Suspect”, *until further information is determined such as (i.e., last name, first name, address, date of birth, etc.), at which time a supplement will be completed to add in the updated “Offender” name record.* The “Suspect” shall be completed as follows:

a. Under the “Name” tab, pick the suspect code “Su” from the pick list;
b. Click the “Save” button. This will cause the “Suspect” button to turn blue;
c. Click the “Suspect” button and enter the information for the suspect;
d. Click the “Save” button, and
e. All offenders and suspects will be listed in sequential order under their reported code.

201.2 - 4.8 Victims Code Tab

In the *Victims Code Tab*, the injury field must match the type of incident (i.e. “apparent minor injury” or “none” must be listed injury for the charge of simple assault). If the victim is “Society” as in a narcotic offense, the member shall use the type code “S”. If the victim is not identified, the member shall use John or Jane Doe with the incident such as, (last name) Doe1801050004, (first name) John or Jane.

201.2 - 4.9 *Victim Relationship*

This field will capture the relationship to offender, if it is not known then code “99” is used. Members shall try to determine the correct relationship to the offender when taking the report for the victim.

201.2* - 4.10 *Witness Code

Witnesses to crimes shall be entered in the Names Tab. Members shall enter as much information as possible such as: name, address, phone number, alternate contact number, and any additional information.

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201.2 – 4.11 *Involved Other and Reporting Party Code*
The field will capture other entities involved who are not the victim(s), offender(s), suspect(s), or witness(s), such as the reporting party (RP) and involved other (IO). When entering RP or IO, use the "pick list" to select the appropriate code.

201.2 – 4.12 *Property Tab*
1. Property is an item(s) the officer takes into custody, and any property that is i.e., evidence, seized, stolen or recovered as a result of a crime, or could be lost. If there is more than one (1) type of property involved, each type shall be listed separately by clicking the "Add" button once the previous property has been saved.
2. Property Codes are as follows:

Animals	Equipment	Other Property;
Drugs (prescription (RX) and illegal);	Miscellaneous	Structures
Electronics and Accessories	Monies and Securities	Vehicles and Parts; and
Weapons		

3. Although the description field is yellow, it is free type field, after the correct property code has been selected, i.e. members shall type the specific vehicle part or accessory missing such as tires, rims, stereo, etc.

4. Property Codes are as follows:

0-None	4-Destroyed/ Damaged/ Vandalized	EVID-Evidence
1-Stolen and Recovered	5-Recovered	FND-Found
2-Burned	6-Seized	LOST-Lost
3-Counterfeit/Forged	7-Stolen	RECD- Recovered (Not for MICRS)

5. The following information shall be filled out in the Property Section:

Date and Time	Value of Item	Other Jurisdiction	Quality
Unit of Measurements	Make	Model	Caliber (if applicable)
Serial Number	Color	Owner	Officer
Tag Number	Owner	Race	Sex
Date of Birth	Age	Notes	Count/Total Value

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201.2 – 4.13 *Vehicle Tab*
Vehicles shall not be listed in the property tab regardless of their status. To enter a vehicle, complete the following information:

a. Click on the Vehicle Tab;
b. Choose from the "pick list" to select the status of the vehicle;
c. Complete the mandatory fields (yellow) and a description of the vehicle;
d. Click on the "Save" button to save the vehicle information in the vehicle tab of the incident report;
e. If the vehicle is towed/impounded, click the "Tow/Impound" button and complete the form;
f. If multiple vehicles are associated with the incident, click the "Add" button and complete the section for each additional vehicle; and
g. Click the "Exit" button.

201.2 – 4.14 *Modus Operandi (M.O.) Tab*
The Modus Operandi (M.O.) refers to the Method of Operation. In criminal law, modus operandi refers to a method of operation or pattern of criminal behavior so distinctive that separate crimes of wrongful conduct are recognized as the work of the same person (i.e., a burglar enters businesses through the roof, the offender may, in all probability, continue this method). If the Modus Operandi is known, it shall be listed in this tab, as this assists with addressing crime and intel.

201.2 – 4.15 *Public Narrative Tab*
The Public Narrative is a brief synopsis of the reported incident. The Public Narrative shall not include any personal information *of the involved individuals* (i.e. names, DOB, addresses). When the Public Narrative is saved, an asterisk (*) will appear inside the "Public Narrative" tab. *The default Public Narratives templates in mobile should be used for additional guidance on what should be included.*

201.2 – 4.16 *Completion of Page Two (2) of the Incident Report*
Page two (2) of the incident report requires the Officer's Narrative. *The narrative should be a clear, detailed, and factual account of the incident, including the circumstances of the offense and facts, and what the officer heard and observed. The Officer Narrative has information that is used for investigative, intelligence, and statistical purposes*. *Quality information in the Officer Narrative makes investigations and intelligence work more effective*. To complete the Officer's Narrative, members shall complete the following fields of the report:

a. Click the "Officer's Narrative" Tab which will open the field;
b. Click the "Ctrl" and the "T" button to time stamp the field. The time stamp includes the date, time, and the member's name that is logged on;
c. Members can choose from the dropdown "Select Narrative Type" and complete the applicable narrative. Documenting the circumstances of the offense(s);
d. Click on the "Spell" button which will allow members to do a spell check of the narrative;
e. Click on the "Save/Exit" button to save and close the narrative; and
f. Complete all mandatory (yellow) fields (Force? Arrest?).

201.2 – 4.17 Completion of Page Three (3) of the Incident Report

Page three (3) of the incident report is the Officer's Assignment and the Geo Information for the place of the occurrence for the incident. The Officer's Assignment automatically populates when the member creates the incident report. Supervisors shall verify the Geo Information to the incident location to ensure it is accurate.

201.2 – 4.18 *Incident Based Reporting (IBR) Errors*

1. Incident Based Reporting Errors (IBR) are error warnings that the member has in the report. An IBR error check shall be completed before the incident report is submitted. To complete an IBR error check complete the following:

a. Click the "IBR" button and the errors/warning that are in the report will populate;
b. Click each error which will then direct the member to the page/error that needs to be corrected;
c. When all the errors are corrected, the incident report is ready to be submitted to the precinct of occurrence for supervisory review;
d. Warnings that occur will not affect the submission of the incident report and usually occur when there is an unknown suspect listed;
e. Click the "Ready to Submit" button;
f. A box will then appear with RTBS (Ready to be Submitted), which will be selected, and
g. Click the "Submit" button which will submit the incident report for a supervisory review.

2. When the incident report is submitted successfully, TBR (To Be Reviewed) will appear in *black* as the status on the member's dashboard.

201.2 – 4.19 *Supervisory Review Group*

Members completing the incident report shall route the completed report to the Supervisory Review Group (Sup Rev Grp) *to their precinct* for approval/denial and submission. The hospitals and precincts should not be used as a place of occurrence unless the incident originated at the location.

201.2 – 4.20 *Supplement Reports*

Supplement reports are created to record information received after an initial report is taken. Supplements can also be created to add additional information. Below are several ways to create a supplement report:

a. If creating a supplement report from an active dispatch, click the "SUPP" button on the Dispatch window. A supplement report will open with the case number, report dates/times, and incident location filled from the event record;
b. If creating a supplement report from a closed dispatch, use one of the following methods to find the original dispatch call:

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- On the CAD Query screen using “My Last 24 Hours” option look up current dispatches;
- Highlight the dispatch for which a supplement report will be created;
- Click the “View Event” button to view the dispatched call;
- Click the “SUPP” button to copy event information into the supplement form;
- If the call occurred prior to the current day, use the “Event History Query” to locate the dispatch. A variety of criteria can be used to look up the dispatch. The date range, nature code, unit, etc. can be used to more easily find the dispatch record;
- Highlight the dispatch for which a supplement will be created;
- Click the “View” button to view the dispatched call; and
- Click the “SUPP” button to copy event information into the supplement form.

c. From the MFR window click the “Supplement” button. A blank supplement displays. The following information shall be entered:

- On page one (1), enter the case number and tab from the field;
- A verification prompt will then display to confirm the case number is the correct number for the supplement report;
- Click “Yes” to confirm the incident or “No” to return and enter a different case number;
- If “Yes” is selected, the supplement form will display the Case Number, report date/time, and location pre-filled;
- “Flag for Roll Call” can be checked to mark the report for inclusion in the Roll Call Report;
- The “Offns” button is grayed-out. Any changes to the offense(s) previously entered or new offenses must be documented in the narrative to support the offense code change. *An email shall be sent to dataqualitycontrol@detroitmi.gov for an offense code update, data quality control will review and make the update with the supporting supplement completed and approved. Seamless reports are essential for accurate data reporting, investigations and intel.*
- New names, property, and vehicles can be entered into the supplement in the correct tabs. *When an offender or a Doe, John/Jane is identified, it shall be updated in the name tab, then an email sent to dataqualitycontrol@detroitmi.gov.with the supporting supplement completed and approved.*
- Like offenses, M.O. cannot be entered in the M.O. section and should be included in the supplement narrative, *then an email sent to dataqualitycontrol@detroitmi.gov with the supporting supplement completed and approved*.
- To add a supplement narrative, click the “Supp Narr” button;
- The date, time, and investigator name will be filled in;
- Select the “Supplement Type” code;
- Additional contact name(s) can be entered if needed, but should be a duplicate of the incident report names; and
- Click the “Notes” button to enter the supplement report narrative.

201.2 – 4.21 *Supplement Page Two (2)*

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Supplement page two (2) contains the Follow-Up Unit and the supervisory fields. When the supplement report is approved, the supervisor field will automatically be filled with the name of the supervisor reviewing the supplement report.

201.2 – 4.22 *Supplement Page Three (3)*

Supplement page three (3) contains Officer Assignment information which prefills from the member login. Geo-info fields are filled based on the supplement location. This page also contains the Clery Location Information if the supplement report is related to a location on or near University property. Save the supplement and click "Ready to Submit".

201.2 - 5 *Transitioning from Mobile Computer Terminal (MCT) to Moblan*

In the event that a member is unable to complete an incident report in the scout car, complete the following steps to transition from MCT to Moblan;

a. Open up the incident report and complete the required fields (highlighted in yellow);
b. For the offenses select "Training Activities";
c. Save and submit the incident by selecting the "INCL/DENY" button;
d. Once in the station. log onto Moblan and select your report which appears in gray and has the status of "INCL";
e. Proceed to complete the incident report; and
f. Ensure that the offense has been changed to reflect the reported offense before submission.

201.2 - 6 *Routing of Incident Reports*

Upon approval and submission of an incident report, Data Quality Control shall route *all reports to the appropriate investigative command or unit's Follow-Up Unit field in accordance with the Routing Guide in the Standard Operating Procedure (SOP).*

201.2 – 6.1 *Altered or Counterfeit Notes and/or Currency*

In cases where altered or counterfeit notes and/or currency come into possession of the department, and the case does not involve an arrest, a copy of the incident report shall be forwarded with the notes and/or currency to the Department of Treasury. The case will be handled by the Bureau of Alcohol, Tobacco, Firearm and Explosives (A.T.F.) and/or Secret Service. If an arrest is made, the arresting officer shall notify the Secret Service by telephone.

201.2 – 6.2 *Internal Revenue Complaints*

Members receiving complaints or having pertinent information relative to any violations of the Internal Revenue Service (IRS) tax laws shall prepare an incident report containing the details of the incident and forward the report to the Secret Service.

201.2 – 6.3 *Motor Vehicle Accidents – Involving City Property*

1. An incident report shall be made in cases where city property, other than vehicles, is damaged as a result of a motor vehicle accident.

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2. The Vehicle Identification Number (VIN) of the involved vehicle(s) shall be prominently displayed within the vehicle tab of the incident report. The affected agency shall be advised that they may obtain a copy of the report through the 3rd Precinct Records Customer Services desks.

201.2 – 6.4 ***Property Procedures***

The incident report is forwarded to Property Control when found property items contain a serial number.

201.2 - 7 *Field Contacts*

Field contacts are used to document contacts with people and/or vehicles in lieu of writing an incident report (if applicable). Field contacts are used for investigatory purposes, health and wellness checks, etc.

201.2 – 7.1 ***Page One (1) of the Field Contact***

An incident number is not required for field contacts, however, if the member has an incident number it should be listed so the field contact can be associated with the report. The Field Contact Reason is a required field to explain why the contact was made. Notes are used to document the details of the field contact. Field Contact Vehicles are used to enter any vehicle(s) associated with the field contact. This button is used to reduce tabbing if no vehicle is associated with the contact. Field Contact Names can be used to enter the names of other persons contacted at the same field stop and can be entered on the same name screen.

201.2 – 7.2 ***Page Two (2) of the Field Contact***

The second page of Field Contact is used to document the following additional information important to the investigation:

a. Physical Characteristics – used for a more detailed physical description for a person. Select all additional characteristics that apply to that person;
b. The Crime Analysis button opens a "Notes" field to enter any crime analysis information discovered during the field contact;
c. Members shall check the Geo Info fields to ensure they have populated correctly;
d. To create multiple, separate field contact records for the same contact, double click the "Add" button. The first field contact record will duplicate. Change the name of the contacted person and save the record. This duplication feature can be used as many times as needed to document all subjects identified during the field contact;
e. All applicable fields shall be completed;
f. Once all applicable information is completed, click the "Save" button; and
g. Submit the Field Contact.

201.2 - 8 *Required Information*

201.2 – 8.1 ***Incident Involving Board of Education Employees***

1. When an employee of the Board of Education is a complainant or witness in a criminal case occurring in connection with school employment, the school address shall be used in lieu of the employee's home address on department records and reports unless otherwise requested by

the employee. The school address shall be used during the investigation of complaints in which school employees are defendants if the complaint originated as a result of school activities. However, the home address must be used once a warrant is issued.

2. The Detective Bureau investigative entity may request the employee's home telephone number or home address when it becomes necessary to contact the employee at home. Such information shall be retained only by the Detective Bureau investigative entity and shall not be included in any DPD reports or records.

201.2 - 9 *Verification and Approval of Patrol Related Reports*

1. *The officer in charge* of the precinct station desk shall verify and approve all patrol- related crime and non-crime reports.
2. Supervisors shall ensure that all reports submitted for review have been approved, denied, or submitted PRIOR to the end of their shift. The Span of Control supervisor(s) shall also be tasked with assisting the officer in charge with review of reports as needed. The relieving supervisor(s) shall be notified verbally and via the electronic desk blotter of all reports denied on the previous shift to ensure prompt review and submission of those reports. Supervision shall ensure members complete their denied incident and supplement reports prior to the end of their tour of duty. Supervision shall check their dashboard every 30 minutes for reports that are to be reviewed for prompt approval, denial, or submission. Supervisors shall run the denied/incomplete list report in Moblan under “Tools” a minimum of twice per shift and are responsible to ensure members complete their denied or incomplete incidents and supplements.

201.2 - 10 *Skeleton Reports*

1. A skeleton report is an incident report that has been generated through the Mobile Communications Terminal (MCT). Incident reports are generated by one of the following:

   a. A member requested an incident number from the dispatcher at Communications;
   b. A member pressed the “Incident Number” button from the (F6) dispatch record screen that Communications created;
   c. A member pressed the (F10), the “Self-Initiate” button and created a dispatch record; or
   d. A Desk Operations Support Officer (DOSO).

2. In any instance where a member needs an incident number, members shall only generate or request an incident number once it has been established that a report will be required. Under no circumstances shall any member press the “Report Number” button without conducting an initial investigation.
3. Retrieving or requesting an incident number and not completing it causes the incident report to appear as a skeleton report. Supervision is responsible to conduct daily audits to have the Incident Reports Completed or “Pulled in Error” offense code.
4. Members with skeleton reports shall review the case thoroughly for supplements and/or arrests before determining if the Incident Report needs to be completed or utilize the “Pulled in Error” offense code. A review of the member’s dashboard shall also be conducted by the Span of

Control supervisor weekly to ensure no incomplete or denied reports remain on a member's dashboard.

201.2 - 11 *Recognizing a Skeleton Report*

1. After successfully logging onto Mobile Field Reporting (MFR), members shall go to (F10). The member's dashboard will appear. Members are reminded they shall review their dashboard twice a day while on duty. If there are any reports on the dashboard, *they will indicate new, denied and RTBS,* the member has not successfully completed or submitted the report.
2. If a Green Incident report appears on a member's dashboard in Moblan or MFR (Mobile Field Reporting), this means it is "New". Incidents with this status means a member created the incident successfully but has not completed it. To complete the incident report, follow the below procedures:

   a. Double click on the green incident link on your dashboard and open it up;
   b. Before deleting the report or using the IBR code 9999 – "Report Pulled in Error", members are reminded to be mindful of the nature of the incident. Reports shall be not be deleted without ensuring that the incident was pulled in error or not completed.

3. A Blue incident report appearing on a member's dashboard means they have not successfully submitted the report. Members must press the "Submit" button on the bottom left corner of the (MCT) Mobile Communications Terminal screen.
4. Completing this step will probably submit the report to the server and change the status of the report from (RTBS), Ready to be Submitted, to (SUBM), Submitted. No additional steps need to be done at this time unless the report is returned for errors or corrections.
5. A Red incident report appearing on the member's dashboard indicates the member has successfully submitted their report, however, it was returned for corrections. After corrections are made, the report should be submitted to the supervisor for approval.

The previously mentioned steps also apply to Moblan with the exception of the "Submit" button (on the bottom of the screen) and the function keys being displayed across the top of the Moblan dashboard screen.

6. All reports should have a status of the following at the end of the member's shift;

   a. ADDD- The report was approved and has new information added to it;
   b. APPD – The report was approved by a supervisor;
   c. ARCH – (Moblan Only) The report was approved and is in RMS;
   d. TBR – The report is waiting to be reviewed and approved by a supervisor; and
   e. **SUBM* – The report has been reviewed and approved.

7. Any status of the following means that more steps are needed before the report is complete:

   a. NEW – The incident has been created and saved to a local computer but not submitted;
   b. *RTBS – The report is ready to be submitted for approval;

c. *INCL – The report was saved incomplete with the offense code as (TA) for Training Activity. When using this feature, the submit button must be pressed twice in order to send this report from (MCT) Mobile Communications Terminal to Moblan;
d. DENY – The report has been denied by a supervisor; and
e. *SUBD – The report has been reviewed but denied by supervision.

8. Any status with an asterisk* means the member must click the “Submit” button to ensure the report properly submits to the server.

201.2 - 12 *Officer’s Daily Reports*

201.2 – 12-1 *General*

1. The purpose of the officer’s daily report (formerly referred to as “Activity Log [DPD 250]”), is to provide an accurate and complete record of all activities which occur during a tour of duty, including overtime, *assigned out to special details and grant operations. All members who are required to complete an officer’s daily report shall only utilize the top half to document the totals of their daily activity and vehicle inspection information for the scout they are assigned to.* All activities such as police runs will be “CAD” based. These activities will be completed in CAD. If the officer’s assignment or vehicle is not connected to CAD, then the officer’s daily report shall be completed in RMS by clicking on Modules, then under employee tab click on “Daily Activity.” *However, the officer’s daily report is only done in RMS, if the vehicle or assignment (e.g. as inside personnel, investigative entity personnel, precinct watch commander) is NOT connected to CAD.*
2. *Members are prohibited from creating different variations of the officer’s daily report unless approved by the proper authority.*
3. *As an official department record, officer’s daily reports are often utilized in both criminal and civil proceedings. Omitted, erroneous or falsified entries will subject a member to disciplinary action.*
4. *In addition to the officer’s daily reports and personnel specifically mentioned herein, any commanding officer may require members of the command to maintain daily reports or activity summaries.*
5. *Referring to Activity Log (DPD 250), members shall sign their officer’s daily report, if applicable, to indicate that the log is complete and accurate. All signing officers will be responsible for the submission of the officer’s daily report, whether utilizing a hard-copy of Activity Log (DPD 250) or electronic, prior to end of their shift. Precise times of all activities and runs shall be used. Specific locations of all activities including lunch shall be used. No erasures shall be made on the Activity Log (DPD 250). Corrections shall be made by making a single line crossover, which shall be initialed by the correcting member*;

201.2 – 12.2 *Preparation of the Activity Log*

1. Members shall adhere to the following when completing an officer’s daily report:

    a. All logs shall be computer-generated in CAD.
    b. The DPD shotgun serial number shall be recorded in the section provided. Other weapons and/or ordnance equipment carried in the member’s assigned vehicle shall be recorded in the body of the officer’s daily report;

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c. Members shall note whether their in-car audio/video camera and body-worn camera are operational; body microphone #1 and #2 were synchronized; a video introduction was performed by both members; and the name of the supervisor inspecting the system;
d. Members who are the primary unit on an arrest shall receive credit for the arrest. Assisting units shall be reflected in the "Assisting Officer" tab of the incident report. Members shall not credit themselves with any arrest if their names do not appear on the Detainee Input Sheet (DPD 667);
e. *Members shall only use approved abbreviations;*
f. Dispositions of all activities shall contain as much information as necessary to adequately describe the service rendered or action taken;
g. *No erasures shall be made on any officer's daily report. Corrections shall be made by making a single line crossover, which shall be initialed by the correcting member;*
h. Document all investigatory stops, stop and frisks, including statement for probable cause. The precise description of the facts and circumstances of the initial stop and frisk shall be listed in the CAD notes or RMS (Daily Activity - refer to 201.2 - 11.1 - only if the vehicle is NOT connected to CAD). It shall also be documented in the "Recap of Activity" section.
i. *All citizen contacts shall be documented; a field contact shall be completed for any person that is not going to be listed in a police report.*
j. *Each listed member shall record the total amount of ammunition carried (including rounds in their magazines) under the proper member number located in the "Recap of Activity" section, and*
k. If a member's DPD issued magazine(s) is unable to accommodate seventeen (17) rounds; the member shall document the information in the disposition section.

2. Dispositions must be included in all activities, e.g., advised a citizen, made an arrest, etc. Proper distinction between the words "responded" and "assisted" is necessary. Unless an officer actually takes police action, the word "assisted" shall not be used.
3. *Starting the Digital Activity Log at the start of your shift*:

- *Complete a vehicle inspection;*
- *Sign into the MCT (Mobile Communications Terminal, not Moblan;*
- *The member shall go to (F-10) and Self-Initiate the first entry. The nature choice will be "Start of the Shift information" to create a record in CAD.*
    - *Entry example: On duty roll call with Sergeant J. Doe. In-service training on Vehicle Searches, BWC#'s issued and operable, shotgun# and/or rifle number. No weapons or contraband found at this time.*

As for police runs, special attentions and miscellaneous activities, etc. in their notes in the appropriate section on the (F-6 Dispatch Record Screen) by pressing the "ADD" button.

Before a Field Contact is created, search in the name section by entering the person's last name, and first name, leaving no spaces, and tab over to the "age" box in the Field Contact Module:

1. If the person being investigated already exists in the master name database and no information needs to be updated, select use.

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2. *If the person being investigated already exists in the database and their address has changed, select edit. The current address that is displayed should be moved down to addresses on page 1 of the Name Candidate Record as Associate, Relative, or Known Hangout. Save the information.*
3. *If the person being investigated is not in the database, select "add". Page 1 through 3 must be filled out in its entirety. Once all information has been added, save and use the name. After entering the Field Contact, press the submit button twice (2x), proceed to clear.*
4. *(F-4-Clear) enter the appropriate disposition and in the comments/notes section enter the following; camera on, first/last name, race, sex and D.O.B. of the person investigated. Indicate whether the Field Contact was added or edited for entry, and the disposition.*

If the CAD goes down during the shift, the officer will need to revert back to the officer's daily report (Activity Log [DPD 250]), until the CAD comes back up. The officer will not need to add anything that was already captured electronically on the digital activity log.

4. If the member's assignment/vehicle (e.g. as inside personnel, special detail, investigative entity personnel, precinct watch commander) is NOT connected to CAD, then the activity log shall be computer generated in RMS, by clicking on Modules, under employee click on "Daily Activity."

a. Click Add- the date, day of the week and your name will automatically appear;
b. Add shift time;
c. Click F2, add Assignment;
d. Click F2, add shift;
e. Vehicle Inspection and Mileage;
f. Click Save;
g. Click Detail, and Add;
h. Click F2, Activity;
i. Ref #, Report number associated with activity;
j. Description;
k. Dates, times and total minutes;
l. Address, Apt (if applicable), city (notice will appear to geo verify location)
m. Click Comments and add Daily Activity Detail;
n. Click spell check, then save and exit;
o. Click Save and exit;
p. Click Detail, and Add; for next entry and repeat process

Body-worn camera and Department equipment audits and procedures shall be adhered to in accordance with all applicable policies and regulations.

201.2 – 12.3 *Entries for Supervisors Preparing Daily Activity Logs*

In addition to the above requirements for preparing an Activity Log, supervisors shall make appropriate entries relative to their duties, including:

a. Vehicle inspections;
b. Action taken regarding non-working equipment, e.g., in-car video cameras;

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c. Reviews of in-car audio/video recordings for training and integrity purposes;
d. DPD numbers of all weapons and serial numbers of all body armor carried in the supervisor's assigned vehicle. Other ordinance equipment in the vehicle shall also be recorded;
e. Patrol inspections, noting the time leaving and returning to the station;
f. Radio runs responded to and findings; notations regarding the response, diligence, and appropriate action of crews;
g. Dispatched runs and dispositions; and
h. Michigan Liquor Control Commission (M.L.C.C.) inspections, etc.

201.3 – 12.4 *Supervisor Review and Submission - Daily Activity Logs*

1. *Supervisors shall ensure all Daily Activity Logs are completed and submitted from their shift/unit prior to the end of their tour. Supervisors checking and reviewing the Activity Log shall print their name, signature and date and time checked in.*
2. *A supervisor shall review the Activity Log for completeness, accuracy, legibility, etc., and if necessary, return it for corrections. A supervisor shall not review their own Activity Log. A shift supervisor shall review and sign all completed Activity Logs within twenty-four (24) hours of submission.*
3. *Activity Log/Entries Review, Supervisors shall go to DPD Intranet:*

   a. Click on Resources;
   b. Click on DPD Database Searches;
   c. Click on Officer's Daily;
   d. Enter the appropriate start and end times, officer's name, start time and times of the shift;
   e. The Officer Daily Report is viewable for audit review and/or can be printed.

201.2 - 13 *Symbols Used*

The following symbols and definitions shall be applicable for entries made on the Activity Log DPD 250 sheet, when CAD and/or RMS is down, until it comes back up.

201.2 – 13.1 *Police Run (PR)*

Police Run is any communication received over the mobile or PREP radio, which directs a member or command to a particular location for the purpose of performing police duties. However, this shall not include the conveyance of sick persons.

201.2 – 13.2 *Sick or Injury Run (SR)*

Sick or Injury Run is the conveyance of any person, when an emergency medical service vehicle is not available, to a medical facility, if the cause of such conveyance is not the obvious result of a criminal act. The conveyance of persons injured as a result of an apparent criminal act shall be logged as a police run unless otherwise instructed by the dispatcher.

201.2 – 13.3 *Special Detail (SD)*

Special Detail is any activity of a police nature, which is not covered under Police

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Runs, Miscellaneous Activities, or Sick or Injury Run activities. Such activities may not always emanate from the dispatcher and shall include activities such as the following:

1. School details, sport events, parades, etc.; and
2. Surveillance.

201.2 – 13.4 *Miscellaneous Activity (MA)*

Miscellaneous Activity is any activity, which is not covered under Police Runs, Special Details or Sick or Injury Run activities. Such activities may not always emanate from the dispatcher and shall include activities such as:

1. Attending court;
2. Servicing complaints which are encountered during patrol, e.g., assaults, accidents;
3. Arrests – made from routine patrol not a dispatched police run;
4. Special attentions emanating from the station e.g., "check the home - occupants away;"
5. Station runs, i.e., acting on orders emanating from the station;
6. Conveying officers to and from the station;
7. Lunch; or
8. Vehicle maintenance or repair, including car washes, etc.

201.2 – 13.5 *Totals*

At the completion of their tour of duty, members shall sum up their activities (PR, MA, SD, SR, and time on patrol) by placing all the totals in the appropriate space on the Activity Log. Entries regarding time spent on activities shall equal 60 minutes multiplied by the total amount of hours worked**.** In cases of overtime, the total number of minutes shall include the overtime period. In those cases, where a crew is taken off a car for the remainder of the shift and the car is no longer staffed, the total minutes that the car was staffed shall be used and not the total minutes of the shift.

201.2 - 14 *Monthly Work Sheet (DPD 194)*

The Monthly Work Sheet (DPD 194) shall be prepared and submitted by all officers working in commands where such a report is required. This report shall be submitted on or before the first day of each month, and entered onto the member's Service Record (DPD 196).

Related Forms:

- Activity Log (DPD 250)
- Detainee Input Sheet (DPD 667)
- Monthly Work Sheet (DPD 194)