



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 82.1

### TITLE: REPORT PREPARATION

**EFFECTIVE: 01/14/2018**

**REVISED: Replaces Policy 344**

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#### PURPOSE

This Chapter establishes guidelines for determining when officers are required to complete incident reports and the processing of incident reports written by officers of the New Orleans Police Department.

#### GENERAL

1. Communication Services shall create a record in the computer aided dispatch system of every call for service or self-initiated activity or incident communicated to them. This will include:
  - (a) Reports of crime by community members;
  - (b) Non-criminal complaints by community members;
  - (c) Incidents resulting in a member of NOPD being dispatched or assigned;
  - (d) Criminal and noncriminal investigations initiated by department members; and
  - (e) Incidents involving the stop, detention, arrest, or summons of an individual by NOPD members.
2. Members who have access may also create a record in the computer-aided dispatch system of an incident, investigation, call for service or self-initiated activity in the Mobile Computer Terminal (MCT).
3. An incident report (EPR) shall be written whenever specifically directed by a Departmental regulation (chapters) or when ordered by a supervisor.

#### REPORT PREPARATION

4. Members shall ensure that their reports are sufficiently detailed for the purpose intended and reasonably free of errors prior to submission for review by a supervisor.
5. It is the responsibility of the assigned member to complete and submit all incident reports (EPR) assigned during his/her shift before going off-duty, unless permission to delay submission of the report has been approved by his/her supervisor.
6. Absent articulable exigent circumstances, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody shall not be delayed.

7. All incident reports (EPR) shall accurately reflect the identity of the persons involved, witnesses, all pertinent information gathered including what was seen, heard or assimilated by any other sense and any actions taken.
8. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make an intentionally false, inaccurate or incomplete report orally or in writing.
9. The reporting member's opinions should not be included in reports unless specifically identified as such.

### **REQUIRED REPORTING**

10. Completed incident reports (EPR) are required in all of the following situations as specifically covered herein or by other Chapters:
  - (a) Criminal activity,
  - (b) Non-criminal activity,
  - (c) Death reports,
  - (d) Injury or damage caused by City personnel, or
  - (e) Certain miscellaneous injuries.
11. The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

### **CRIMINAL ACTIVITY REPORTING**

12. When in response to a call for service, or as a result of self-initiated activity, a member becomes aware of any activity where a crime has occurred, the member is required to document the activity.
13. The fact that a victim does not desire prosecution is not an exception to documentation.
14. Examples of incidents that require documentation include, but are not limited to:
  - (a) When an arrest is made on a state criminal charge.
  - (b) A custodial arrest of a juvenile.
  - (c) Cases involving a wanted subject (known or unknown) who is to be charged with a state or municipal offense.
  - (d) All UCR reportable offenses.
  - (e) Cases involving domestic violence.
  - (f) Identity thefts (R.S. 14:67.16H (1)).

### **NON-CRIMINAL ACTIVITY**

15. Non-crime related incidents that shall be documented include, but are not limited to:
  - (a) Anytime an officer points a firearm or CEW at a person (See: **Chapter 1.7.1 – CEW**).
  - (b) Any use of physical force by a member of this department (See: **Chapter 1.3.6 – Use of Force Reporting**).
  - (c) Any firearm discharge (See: **Chapter 1.3.6 – Use of Force Reporting** and **Chapter 1.3.2 – Force Investigations Team**).
  - (d) Anytime a person is reported missing (regardless of jurisdiction) (See: **Chapter 41.23 – Missing Person Reporting**).
  - (e) Any found property or found evidence.
  - (f) Any incident involving the death of a human being (See: **Chapter 41.33 - Death Investigations**). Any traffic crashes above the minimum reporting level (See:

**Chapter 61.7 - Traffic Crash Response and Reporting).**

- (g) Incidents which result in damage to city owned property. (See: **Chapter 41.31 – Damage to Public Property**).
- (h) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (i) All protective custody detentions (See: **Chapter 41.25 – Crisis Intervention**).
- (j) Suspicious incidents that may place the public or others at risk.
- (k) Searches and seizures (See: **Chapter 1.2.4.1 – Stops / Terry Stops** and **Chapter 1.2.4 – Search and Seizure**),
- (l) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

**DEATH REPORTS**

16. Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with **Chapter 41.33 – Death Investigations**. An officer handling a death investigation should notify his/her supervisor of the circumstances surrounding the incident for a determination on how to proceed. The following cases shall be appropriately investigated and documented using the approved reporting method (see generally R.S. 33:5713A):
- (a) Suspicious, unexpected, or unusual deaths;
  - (b) Sudden, accidental or violent deaths;
  - (c) Suicides;
  - (d) Homicide or suspected homicide;
  - (e) Deaths due to criminal activity;
  - (f) Unattended deaths (no physician or qualified hospice care during the period immediately preceding death); and
  - (g) Found dead bodies or body parts.

**INJURY OR DAMAGE BY CITY PERSONNEL**

17. Reports shall be taken if an injury occurs that is a result of an act of any City of New Orleans employee. Reports also shall be taken when there is damage to city property or city equipment.

**MISCELLANEOUS INJURIES**

18. Any injury that is reported to this department shall require a report when:
- (a) The injury is a result of an apparent drug overdose.
  - (b) There is an attempted suicide.
  - (c) The injury is significant enough where death could reasonably result.
  - (d) The circumstances surrounding the incident are suspicious and possibly criminal in nature and it is prudent to record the event.

**REPORT CORRECTIONS**

19. Supervisors shall review reports for sufficiency, content and accuracy. If a correction is necessary, the reviewing supervisor shall return the report to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

**REPORT CHANGES OR ALTERATIONS**

20. Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution **shall not** be modified or altered except by way of a

supplemental report. Reviewed reports that have not yet been submitted to the Records Bureau may be corrected or modified by the authoring member only with the knowledge and authorization of his/her supervisor.

### **ELECTRONIC SIGNATURES**

21. NOPD has established an electronic signature procedure for use by all members of the Department. Members shall only use their electronic signature for official reports or communications.
22. Each member shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

### **UNIFORM CRIME REPORTING (UCR)**

23. The UCR Program collects data about offenses in order to measure the level and scope of crime occurring throughout the nation. The Uniform Crime Reporting (UCR) Program divides offenses into two groups, Part I and Part II crimes.  
([www2.fbi.gov/ucr/handbook/ucrhandbook04.pdf](http://www2.fbi.gov/ucr/handbook/ucrhandbook04.pdf))

### **UCR - PART I OFFENSES**

24. UCR - Part I offense classifications include:
  - (a) **Criminal homicide:**
    - i. Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately and limits the definition to: (1) the killing of a felon by a law enforcement officer in the line of duty; or (2) the killing of a felon, during the commission of a felony, by a private citizen.
    - ii. Manslaughter by negligence: the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category Manslaughter by Negligence.
  - (b) **Forcible rape:**
    - i. The carnal knowledge of a person forcibly and against his/her will.
    - ii. Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included.
    - iii. Statutory offenses (no force used—victim under age of consent) are excluded.
  - (c) **Robbery**—The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
  - (d) **Aggravated assault**—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.
  - (e) **Burglary (breaking or entering)** —The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.
  - (f) **Larceny-theft** (except motor vehicle theft):
    - i. The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting,

- pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud.
  - ii. Attempted larcenies are included.
  - iii. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.
- (g) **Motor vehicle theft:**
  - i. The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails.
  - ii. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.
- (h) **Arson**—Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

## UCR - PART II OFFENSES

25. UCR - Part II offenses encompass all other reportable classifications outside those defined as Part I and include:
- (a) **Other assaults (simple)**—Assaults and attempted assaults where no weapon was used or no serious or aggravated injury resulted to the victim. Stalking, intimidation, coercion, and hazing are included.
  - (b) **Forgery and counterfeiting**—The altering, copying, or imitating of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud. Attempts are included.
  - (c) **Fraud**—The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses. Confidence games and bad checks, except forgeries and counterfeiting, are included.
  - (d) **Embezzlement**—The unlawful misappropriation or misapplication by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.
  - (e) **Stolen property**—Buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc. Attempts are included.
  - (f) **Vandalism**—To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. Attempts are included.
  - (g) **Weapons** (carrying, possessing, etc.)—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Attempts are included.
  - (h) **Prostitution and commercialized vice**—The unlawful promotion of or participation in sexual activities for profit, including attempts. To solicit customers or transport persons for prostitution purposes; to own, manage, or operate a dwelling or other establishment for the purpose of providing a place where prostitution is performed; or to otherwise assist or promote prostitution.
  - (i) **Sex offenses (except forcible rape, prostitution, and commercialized vice)**—Offenses against chastity, common decency, morals, and the like. Incest, indecent exposure, and statutory rape are included. Attempts are

- included.
- (j) **Drug abuse violations**—The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
  - (k) **Gambling**—To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.
  - (l) **Offenses against the family and children**—Unlawful nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as Assault or Sex Offenses. Attempts are included.
  - (m) **Driving under the influence**—Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.
  - (n) **Liquor laws**—The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Federal violations are excluded.
  - (o) **Drunkenness**—To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired. Driving under the influence is excluded.
  - (p) **Disorderly conduct**—Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.
  - (q) **Vagrancy**—The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.
  - (r) **All other offenses**—All violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.
  - (s) **Suspicion**—Arrested for no specific offense and released without formal charges being placed.
  - (t) **Curfew and loitering laws (persons under age 18)** —Violations by juveniles of local curfew or loitering ordinances.
  - (u) **Runaways (persons under age 18)** —Limited to juveniles taken into protective custody under the provisions of local statutes.

## CRASH REPORTS

- 26. Officers shall complete the Louisiana crash report form on all vehicular crashes which include violations of La. R.S. Title 14 statutes.
- 27. If a vehicular crash occurs on private property, a crash report shall not be written, unless it involves damage to city owned property, violations of La. R.S. Title 14 statutes, serious injury or death, or if required by a supervisor. (See also: **Chapter 41.31 – Damage to**

**Public Property).**

28. If a vehicular crash occurs on public roadways, a crash report shall be completed, with the following exceptions:
  - (a) If a vehicular crash occurs involving property damage less than \$500.00, no injuries, and all parties involved agree to settle the incident among themselves, a crash report is not required.
  - (b) If an order is issued by the Superintendent of Police suspending this regulation, crash reports shall be completed in compliance with the order (i.e. Mardi Gras, Hurricane Incident Action Plan).

**INCIDENT REPORT INSTRUCTIONS**

29. Except as indicated below or in other Chapters, incident reports shall be completed and submitted by reporting officers in a timely manner (See also: **Chapter 1.9 – Arrests**).
30. Whenever possible, reports shall be completed while the reporting officer is still assigned to the call, so accurate reporting times can be calculated.
31. Members may review the BWC recordings of any incident which is the subject of an EPR or other police report prior to drafting his/her report as long as it does not unduly delay the completion of the report and/or has the approval of the member's supervisor.
32. Failure or delay in submitting reports may result in corrective or disciplinary action against the member, unless the delay has been authorized by his/her supervisor.
33. Supervisors shall ensure all reports written by his/her subordinates are completed and reviewed in a timely manner. Failure or delay in reviewing reports may result in corrective or disciplinary action against the supervisor.

**AUTHORIZED DELAY IN COMPLETING REPORTS**

34. Due to the volume of calls, variety of complaints and unique circumstances which are involved in police work, some reports may require additional time to complete.

**FOR ELECTRONIC POLICE REPORTS (EPR)**

35. If additional time is needed to complete a report, the officer shall complete an NOPD interoffice correspondence (Form 105) to his/her supervisor explaining the reason for the delay and the expected time of completion. The officer shall attach to the NOPD interoffice correspondence, a copy of the "DOCUMENTS" page of the incomplete report.

**FOR PAPER REPORTS (EXCLUDING CRASH REPORTS)**

36. If additional time is needed to complete a report, the officer shall complete an NOPD interoffice correspondence (Form 105) to his/her supervisor explaining the reason for the delay and the expected time of completion. The officer shall attach to the NOPD interoffice correspondence a copy of the Face Sheet of the incomplete report.
37. It shall be the responsibility of the reporting officer's supervisor to determine when a delay is warranted and for how long by signing and approving the Interoffice Correspondence.
38. Delays of more than one tour of duty must be authorized by the officer's immediate

supervisor and his/her District/Division Commander. Officers scheduled to be AWP (days off) or furlough (approved annual leave) shall be responsible for informing his/her supervisor at the time of making the request for the delay by including that information in the Interoffice Correspondence.

### **PROCESSING INCIDENT/SUPPLEMENTAL REPORTS – PAPER REPORTS**

39. All paper reports (green reports) shall be forwarded to the Record Section for processing utilizing the appropriate receipt form listed below:
  - (a) UCR Report Receipt (Form 250);
  - (b) Non-UCR Report Receipt (Form 251); and
  - (c) Supplemental Report Receipt (Form 252)
40. Once a report is completed and submitted, the member's supervisor shall be responsible for reviewing and approving or disapproving the report. Supervisors are responsible for reviewing all reports within the time frames outlined in this Chapter.
  - (a) Receipts for offense reports will only include reports for the same month. Offense reports from two different months must be placed on separate receipts.
  - (b) All supplemental reports will be listed on one receipt, regardless of the item number.
41. The original report receipt plus one copy will be forwarded with the reports.
42. The original receipt shall be signed and dated by the individual from the Records Section accepting the reports.
43. The signed receipt shall be returned to the individual delivering the reports.
44. Signed receipts shall be maintained at the unit level for a period not less than one year.

### **PROCESSING INCIDENT/SUPPLEMENTAL REPORTS - EPR SYSTEM**

45. Incident and Supplemental reports that have been written and completed in the EPR system are automatically obtained by the Records and Identification Division electronically after approval by the reviewing supervisor.
46. Incident and/or Supplemental reports completed in the EPR system do not need to be forwarded using the receipt forms.

### **AUTHORIZED DELAY FOR TRAFFIC CRASH REPORTS**

47. All crash reports, excluding fatalities, must be received in the Records Section within 48 hours of completion (See: R.S. 32:398 (E) (2)).
48. Supervisors shall ensure all authorized delays for crash reports do not exceed this time limit. Completion includes approval of the report by a supervisor.

### **PROCESSING OF TRAFFIC CRASH REPORTS - PAPER REPORTS**

49. After supervisory approval, the Vehicle Traffic Crash Reports are forwarded to the Records Section utilizing the following receipt forms:
  - (a) Vehicle Traffic Crash Report Receipt (Form 253).
  - (b) Supplemental Vehicle Traffic Crash Report Receipt (Form 254).

**PROCESSING TRAFFIC CRASH REPORTS - EPR SYSTEM**

50. Vehicle Traffic Crash reports that have been written and completed in the EPR system are automatically obtained by the Records and Identification Division electronically after approval by the reviewing supervisor.

**PROCESSING TRAFFIC FATALITY INVESTIGATIONS**

51. Traffic-related fatality investigations shall be processed in accordance with the following:
- (a) Investigating officers shall be responsible for submitting a copy of the face sheet of the traffic fatality report with the following information:
    - i. Date and time of the crash;
    - ii. Item number; and
    - iii. The location where the fatality occurred.
  - (b) The copy of the face sheet shall be stamped "**Fatality**" and submitted with an interoffice correspondence (form 105) indicating the expected time of completion. The correspondence shall be approved and signed by the investigating officer's supervisor and Division Commander.
  - (c) A written briefing sheet outlining the status of the traffic fatality investigation shall be submitted by the investigating officer to his/her supervisor and Division Commander weekly.

**DELINQUENT REPORTS**

52. The Records Section shall distribute a list of all delinquent reports to each Division and District Commander. The listing of delinquent reports shall be distributed no less than every two weeks.

**SUPERVISOR'S RESPONSIBILITIES**

53. Supervisors shall ensure that all reports written by his/her subordinates are completed and reviewed within the time constraints outlined in this Chapter. It will be the responsibility of the officer's supervisor to ensure all reports are reviewed, approved and submitted in a timely manner.

**DISTRICT/DIVISION COMMANDER RESPONSIBILITIES**

54. District and Division Commanders shall administer an effective system for ensuring that all reports are submitted in accordance with this Chapter, and completed reports for which delays have been authorized are submitted by the date indicated on the authorization. Violations shall be documented and appropriate corrective or disciplinary action taken.