



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 82.1

TITLE: REPORT PREPARATION

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PURPOSE

This Chapter establishes guidelines for determining when officers are required to complete offense/incident reports, supplemental reports, arrest reports, and stop, search, and arrest cards, 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) 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.
3. An incident report shall be written whenever specifically directed by a Departmental regulation or when ordered by a supervisor.

DEFINITIONS

Body-Worn Camera (“BWC”) recording—A digital recording made by equipment worn by a Department member that captures audio/video signals.

Custodian of Records—The Superintendent is the official Custodian of Records and is responsible for the public records of the New Orleans Police Department, regardless of whether the records are in his/her personal custody and control. Duties of the Custodian of Records may be delegated to other members of the New Orleans Police Department.

Data Transformation Services, or DTS—Is a set of objects and utilities to allow the automation of extract, transform and load operations to or from a database. The objects are **DTS** packages and their components, and the utilities are called **DTS** tools.

Public Record—All records used, prepared, possessed or retained for use in the performance of any public function, unless exempted by law.

Record—All books, records, writings, accounts, letters and letter books, maps, drawings, photographs, cards, tapes, recordings, memorandums, and papers, and all copies, duplicates, photographs, including microfilm, or other reproductions thereof, or any other documentary materials, regardless of physical form or characteristics, including information contained in electronic data processing equipment.

Offense/Incident Report – A report that details offenses and incidents associated with a specific event. Each offense/incident report can have up to ten individual offenses with ten suspects (acting in concert), with up to 99 victims.

Offense – A felony, misdemeanor, or infraction that could result in arrest, summons, or citation.

Incident – An occurrence in which no criminal act was committed, such as a crash with no injuries or a miscellaneous incident report.

Incident Arrest Report – A reporting documenting the arrest of an individual for an offense. The Incident Arrest Report may be included with the initial Offense/Incident Report or may be a supplemental report documenting the arrest of a known offender from an already documented Offense/Incident report. In the event the Incident Arrest Report is completed after the Offense/Incident Report has already been completed, an offense modifying supplement report is required to document the LIBRS/NIBRS updated reporting.

Event Information Card – A section of the report that contains relevant information about the date, time, incident number, incident type, owner (reporting officer), and location data.

Offense Modifying Supplement Report – A supplemental report that modifies the LIBRS/NIBRS reported offense. Offense Modifying Supplements are to be completed by detectives and supervisors conducting follow-up regarding the initial offense/incident report and require information that changes the status of LIBRS/NIBRS data reporting.

Supplemental Information Card – This includes patrol supplement reports in which additional information is added to an existing offense/incident report without modifying the offense/incident reporting to LIBRS/NIBRS. Supplemental Information Cards may contain information that requires an offense modifying supplement report, such as vehicle recoveries or other property status changes.

Stop, Search, and Arrest Card (FIC/SSA) – An information card that documents the required reporting for a Field Interview Card (FIC). The FIC/SSA card may be completed as a portion of an offense/incident report, incident arrest report, or as a stand-alone report when a Field Interview Card is required under NOPD Policy. In the event an offense/incident report is required for any incident that would also require an FIC, the SSA card portion of the report documents the FIC information and a separate FIC is not required.

Investigatory Stop—The temporary involuntary detention and questioning of a person and/or vehicle and its occupants to investigate potential criminal conduct. To conduct an investigatory stop, the officer must have reasonable suspicion that the individual or vehicle occupant has engaged, is engaging, or is about to engage in criminal conduct.

Stop—A brief, minimally intrusive detention of a subject, including pedestrians, bikers, and/or the occupants of a vehicle, during which a reasonable person in the subject's position would not feel free to leave, as defined in *Terry v. Ohio*, 392 U.S. 1 (1968).

Vehicle Stop—The involuntary detention of a motor vehicle and its occupants. Vehicle stops may be conducted (1) where there is probable cause to believe that the driver has committed a traffic violation

or (2) where there is reasonable suspicion that a vehicle occupant has engaged, is engaging, or is about to engage in criminal conduct.

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 assigned during their shift before going off-duty, unless permission to delay submission of the report has been approved by their supervisor.
6. Absent articulable exigent circumstances, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be delayed.
7. All incident reports 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.
10. When listing offense types in any report, the most egregious offense shall be listed as the first offense (i.e. if an incident involves both an aggravated battery with a firearm and criminal damage, the aggravated battery shall be listed as the first offense).

REQUIRED REPORTING

11. Completed incident reports 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.
12. The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident they deem necessary.

CRIMINAL ACTIVITY REPORTING

13. 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 in the designated records management system.
14. The fact that a victim does not desire prosecution is not an exception to documentation.
15. Examples of incidents that require documentation include, but are not limited to:
 - (a) All arrests and summons (including municipal offenses).
 - (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) Cases involving domestic violence.
 - (e) All LIBRS reportable offenses (see below list).
16. The following LIBRS reportable offenses shall be documented in the designated records management system:
- (a) Arson
 - (b) Assault and/or Battery
 - (c) Bribery
 - (d) Burglary
 - (e) Counterfeiting/Forgery
 - (f) Destruction/Damage/Vandalism of Property
 - (g) Drug/Narcotic Offenses
 - (h) Embezzlement
 - (i) Extortion/Blackmail
 - (j) Fraud Offenses
 - (k) Gambling Offenses
 - (l) Homicide Offenses
 - (m) Kidnapping/Abduction
 - (n) Larceny/Theft
 - (o) Motor Vehicle Theft
 - (p) Pornography/Obscene Material
 - (q) Prostitution related offenses
 - (r) Robbery
 - (s) Sex Offenses
 - (t) Stolen Property
 - (u) Weapon Law Violations

NON-CRIMINAL ACTIVITY

17. Non-crime related incidents that shall be documented include, but are not limited to:
- (a) Anytime an officer points a firearm or TEW at a person.
 - (b) Any use of physical force by a member of this department.
 - (c) Any firearm discharge.
 - (d) Anytime a person is reported missing (regardless of jurisdiction).
 - (e) Any found property or found evidence.
 - (f) Any incident involving the death of a human being.
 - (g) Any traffic crashes above the minimum reporting level.
 - (h) Incidents which result in damage to city owned property.
 - (i) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
 - (j) All protective custody detentions involving juveniles or suicide attempts.
 - (k) Suspicious incidents that may place the public or others at risk.
 - (l) Searches and seizures.
 - (m) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

DEATH REPORTS

18. 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

19. 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

20. 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) Based on the circumstances, there is a reasonable belief the incident is may be criminal in nature.

REPORT CORRECTIONS

21. 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.
22. Field Training Officers should review their trainee's reports and have them make corrections before they are submitted to a supervisor. Prior to submission, the trainee should note the report was reviewed by their Field Training Officer in the appropriate section of the report, or narrative.

REPORT CHANGES OR ALTERATIONS

23. Reports that have been approved by a supervisor **shall not** be modified or altered except by way of a supplement report. Reviewed reports that have not yet been approved in the records management system may be corrected or modified by the authoring member only with the knowledge and authorization of their supervisor.

ELECTRONIC SIGNATURES

24. 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.
25. Each member shall be responsible for the security and use of their electronic signature and shall promptly notify a supervisor and/or the City Information Technology department if the electronic signature or reporting system login has or may have been compromised or misused.

NIBRS/LIBRS

26. NOPD reporting in the records management system will be classified based on pre-determined incident types in the system. These incident types will automatically be

linked in the records management system to the correct LIBRS coding.

27. NIBRS groups offenses into Group A and Group B offenses based on the seriousness of the offense, the frequency and nationwide prevalence of the offense, the probability and likelihood that law enforcement will be aware of the offense and collect data, and the burden placed on law enforcement to collect that data.
28. LIBRS/NIBRS classifies offenses into three categories: crimes against persons, crimes against property, and crimes against society.
29. Several offenses are mutually exclusive, so that one offense includes other lesser offenses. The table below depicts those offenses that are mutually exclusive:

09C - Justifiable Homicide cannot occur with any other offense	09A - Murder	09B - Negligent Manslaughter	11A - Rape	11B - Sodomy	11C - Sexual Assault w/Object	11D - Fondling	120 - Robbery	13A - Aggravated Assault	13B - Simple Assault	13C - Intimidation	23A - Pocket-picking	23B - Purse-snatching	23C - Shoplifting	23D - Theft From Building	23E - Theft From Coin Machine	23F - Theft From Motor Vehicle	23G - Theft of Motor Vehicle Part	23H - All Other Larceny	240 - Motor Vehicle Theft	36A - Incest	36B - Statutory Rape	
09A - Murder	X	X						X	X	X												
09B - Negligent Manslaughter	X	X						X	X	X												
11A - Rape			X			X		X	X	X											X	X
11B - Sodomy				X		X		X	X	X											X	X
11C - Sexual Assault w/Object					X	X		X	X	X											X	X
11D - Fondling			X	X	X	X			X	X											X	X
120 - Robbery							X	X	X	X	X	X	X	X	X	X	X	X	X			
13A - Aggravated Assault	X	X	X	X	X		X	X	X	X												
13B Simple Assault	X	X	X	X	X	X	X	X	X	X												
13C - Intimidation	X	X	X	X	X	X	X	X	X	X												
23A - Pocket-picking							X				X											
23B - Purse-snatching							X					X										
23C - Shoplifting							X						X									
23D - Theft From Building							X							X								
23E - Theft From Coin Machine							X								X							
23F - Theft From Motor Vehicle							X									X						
23G - Theft of Motor Vehicle Part							X										X					
23H - All Other Larceny							X											X				
240 - Motor Vehicle Theft							X														X	
36A - Incest			X	X	X	X															X	
36B - Statutory Rape			X	X	X	X																X

CRASH REPORTS

30. Officers shall complete crash reports in the Louisiana crash reporting system for all vehicular crashes which include violations of La. R.S. Title 14 statutes.
31. **If a vehicular crash occurs on private property, a crash report is only required if the incident involves damage to city owned property, property damage over \$500, violations of La. R.S. Title 14 statutes, serious injury or death, or required by a supervisor.**
32. 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).

OFFENSE/INCIDENT REPORT INSTRUCTIONS

33. Except as indicated below or in other Chapters, offense/incident reports shall be generated and the offense information entered by reporting officers prior to the end of their tour of duty (ETOD).
34. Whenever possible, reports shall be completed while the reporting officer is still assigned to the call, so accurate reporting times can be calculated.
35. Unless a delay in completing the report is authorized by the reviewing supervisor, officers shall complete offense/incident reports before the end of their next tour of duty. If the officer will be on leave for more than five (5) days before returning to work, the offense/incident report shall be completed prior to the officer going on leave.
36. Members may review the BWC recordings of any incident which is the subject of any police report prior to drafting their report as long as it does not delay the completion of the report.
37. Failure or delay in submitting reports may result in corrective or disciplinary action against the member, unless the delay has been authorized by their supervisor.
38. Supervisors shall ensure all reports written by their subordinates are completed and reviewed in accordance with this chapter. Failure or delay in reviewing reports may result in corrective or disciplinary action.

ARREST REPORTS

39. All arrest reports shall be completed and approved before the subject is booked.
40. In the event of an emergency outage of the Department's Records Management System, arrest reports will be completed on the Department's designated arrest report forms under the NOPD resources page.

SUPPLEMENTAL REPORTS (INCLUDING OFFENSE MODIFYING REPORTS)

41. Investigative Supplement and Patrol Supplement reports shall be completed to document investigative steps that are not documented in the offense/incident report or the arrest report.
42. Investigative Supplement reports shall be completed when an arrest warrant is issued, an arrest has been made, or a felony investigation has exhausted all leads and no further information is available, if that information is not already captured in the offense/incident report.
43. In all open felony investigations where an Investigative Supplement has not been completed, investigators shall document investigative steps and *Brady* material discovered in the appropriate case file within the Department's Records Management System.
44. Offense Modifying Supplements must be completed anytime the following events occur:
 - (a) Injuries are added or updated

- (b) Offenses are added or updated
 - (c) Suspects or Victims are added or updated
 - (d) There is a change in property status
 - (e) There is a change in a vehicle status
45. In all recovered identifiable property cases an Offense Modifying Supplement shall be completed containing all relevant information.
46. In arrest cases where the perpetrator was originally unknown and was later identified, additional charges are added, or additional perpetrators are added who were not originally listed as known, an Offense Modifying Supplement shall be completed.
47. Offense Modifying Supplements may only be completed when the initial Offense/Incident Report is approved. If the initial Offense/Incident Report is still under review or revision, officers should consider including the supplemental information in the original Offense/Incident Report rather than in an Offense Modifying Supplement.

PROCESSING INCIDENT/SUPPLEMENTAL REPORTS

48. All offense/incident reports, supplemental reports, and arrest reports shall be completed in the designated NOPD reporting system and records management system. This includes all specialized unit reports, such as homicide, Sex Crimes, and PIB criminal reports.
49. 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.
50. All accompanying case file documents, video, and other digital evidence shall be uploaded into the designated Records Management System under the same designated item number as the report associated with the evidence and documents.

DISTRICT/DIVISION COMMANDER RESPONSIBILITIES

51. 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 in a timely manner.

BULLETINS

52. Bulletins shall be sent utilizing the Department's reporting and records management system for the following:
- (a) NCIC Entry and removal of all missing persons, wanted subjects and runaways;
 - (b) NCIC Entry and Removal of Lost or stolen firearms;
 - (c) NCIC Entry and Removal Lost, stolen or found identifiable property (e.g. property with known serial numbers, initials, and engravings);
 - (d) NCIC Entry and Removal of stolen vehicles.
53. The Supplemental Information card shall be completed whenever a bulletin is required. The reporting officer shall write the reason for the supplement to correspond to the data being entered for NCIC.
54. When an offense/incident report requiring a crime bulletin is incomplete or cannot be completed before the officer ends their tour of duty (ETOD), the reporting officer shall complete the Supplemental Information Card sufficiently for a crime bulletin to be sent prior to ETOD.

55. Active arrest warrants must still be verified through NCIC by phone or radio prior to booking an individual on the warrant.
56. If an arrest is made on an active arrest warrant, the NOPD N.C.I.C. Unit contact person who verified the wanted status shall be noted in the Offense Modifying Supplement Report.
57. For all Bulletins, the receiving member of NCIC shall accept or reject the bulletin in the designated records management system. Unless an officer requires an access number from NCIC, there is no need to contact NCIC by telephone or police radio. Confirmation of receipt by NCIC will be conducted through the designated records management system.
58. All relevant sections of the Crime Bulletin shall be entered.

REMOVAL OF BULLETINS ON LOCAL WANTED SUBJECTS ONLY

59. If the warrant is local (**issued by NOPD**), the arresting officer shall send a notification to the investigative unit who issued the warrant for an "open" NOPD item.
60. If the subject was issued a summons in lieu of physical arrest, the summons number shall be noted in the Arrest Report.

NOTE: *NOPD has no authority to modify, locate or cancel any warrant(s) from another department, agency, or jurisdiction. Therefore, no cancellation bulletins shall be sent for any fugitive arrest (17F), court capias (21), municipal or traffic attachments (17M/T), or probation violations.*

STOP, SEARCH, AND ARREST CARD (FIC/SSA)

61. The investigating officer or the primary unit on the scene shall document in the designated NOPD Records Management System the date, time, location, reason for the police encounter, all involved parties, and all actions taken by officers on scene during any of the following occurrences:
 - (a) When conducting a self-initiated vehicle stop for any reason.
 - (b) When conducting a self-initiated investigatory stop of a suspicious person.
 - (c) When conducting any pat-down or search without a warrant that is not already documented in an arrest report.
 - (d) When issuing a Juvenile Warning Notice.
 - (e) When providing a public safety ride.
62. All incidents requiring documentation through an FIC shall use the offense/incident report format to document the FIC, additional documentation outside of the designated records management system is not required for an FIC.
63. A motor vehicle crash, including crashes resulting in citations, does **not** require documentation outside of required traffic crash reporting.
64. Unless it involves one of the categories in this Chapter that requires a FIC, a dispatched call for service (CFS) does not automatically require a Field Interview Card.
65. Officers may document any enforcement actions or suspicious activity in a FIC if they believe it is in the best interest of law enforcement and / or public safety, even if not specifically required by this Chapter.
66. The investigating officer or primary unit on the scene shall be responsible for completion of a FIC. Only one FIC entry should be made for each incident.

67. Supervisors shall review all FICs entered by members of their unit to ensure that officers are complying with Departmental regulations regarding legal stops and that the FICs are completed using accurate and specific descriptive language.
68. Officers shall use accurate and specific descriptive language and not rely solely on “boilerplate” or “pat” language in any reports documenting stops, detentions, or searches. Articulation of reasonable suspicion and probable cause shall be specific and clear.
69. All FICs shall be completed prior to the end of the officer’s tour of duty, unless specifically granted an extension by their supervisor to complete prior to the end of their next tour of duty. Extensions to complete a FIC may not be granted past the officer’s next tour of duty and no longer than 72 hours from the incident under any circumstances.
70. If an officer is unable to complete the FIC within the timeframe required by this chapter, a supervisor may appoint another officer to complete the FIC, if available.
71. FICs for incidents that occur outside of regular duty times (e.g., during police secondary employment) must be made no later than the officer’s next regular tour of duty and shall contain the date and time of the incident, and the date and time of the entry. In all circumstances, FICs shall be completed within 72 hours of the incident.
72. The following information shall be required on all FICs:
 - (a) Date and time of the stop / incident.
 - (b) Location of the stop / incident.
 - (c) Duration of the stop / incident.
 - (d) Officer name, badge # and employee ID#.
 - (e) Reason for the stop, including a clear and specific articulation of the facts creating reasonable suspicion or probable cause.
 - (f) For vehicle stops:
 - a. The presence and number of any passengers and the apparent race, ethnicity, gender, and age of each passenger.
 - b. whether the driver or any passenger was required to exit the vehicle and why each person was asked to exit the vehicle (A legal vehicle search is a valid justification to require all occupants to exit the vehicle).
 - (g) For all other investigatory-stops (e.g., pedestrian or bicycle), the number of individuals stopped and apparent race, ethnicity, gender, and age of each person.
 - (h) Whether any individual was asked to consent to a search and whether such consent was given.
 - (i) If a pat-down or frisk was performed on any individual, the officer shall document the specific facts creating articulable reasonable suspicion that the person was armed and dangerous.
 - (j) If a probable cause search (Search Incident to Arrest) was performed on any individual, the officer shall document the facts creating probable cause.
 - (k) A description of any items of contraband or weapons found.
 - (l) Disposition of the stop, including whether a citation or summons was issued to, or an arrest was made of, any individual, including all subsequent related NOPD item numbers (i.e., if an officer conducts a stop-and-frisk and does the FIC under one item number, closes that item number and obtains an additional item number for a subsequent arrest report related to the stop, both item numbers should be referenced).
 - (m) If a Public Safety Ride was offered, and a “Limited Consent Search” was performed on any individual, the reason the officer believed the individual may be armed.
73. The FIC shall be completed as thoroughly as possible depending on the nature of the stop or incident or action taken.

SUPERVISORS SHALL APPROVE ALL FIC DOCUMENTATION

74. Supervisors shall ensure FICs are reviewed and approved within 72 hours of completion to determine if the stop, frisk, or search was based on reasonable suspicion or probable cause and consistent with NOPD policy, and federal and state law.
75. If the supervisor determines during their review of an incident that NOPD should revisit policy, tactics, training, the supervisor should document that in a PRR Form #358. The supervisor submitting a PRR form #358 is responsible for thoroughly completing the form's "Request" section. The supervisor shall make a digital copy of the form and email it to PSAB@nola.gov.
76. If a supervisor finds the FIC documentation to be inaccurate or insufficient, that supervisor shall require that the officer correct the documentation before the end of that officer's present tour of duty and, if necessary, take corrective action according to NOPD Policy.