

**Procedure
3.34**

**EFFECTIVE
DATE
2-14-00**

**Eugene
Police Department**



Report Preparation and Submission

3.34.1 PURPOSE AND SCOPE

This policy outlines general guidelines for preparing and submitting police reports. More detailed information on report preparation is contained in the *Report System Manual*.

PART I - Responsibilities and Procedures for All Personnel

A. Report preparation and submission

PART II - Responsibilities and Procedures for Supervisors and Command Personnel

A. Supervisors

3.34.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

A. Report preparation and submission

1. Your reports must be truthful and complete. You may not knowingly report, or cause to be reported, any inaccurate, false, or improper information.
2. You must submit all your reports on time and in accordance with department procedures. If you cannot complete a report during your scheduled watch, you must receive supervisory authorization to either hold the report or to complete the report on overtime.
3. Ensure that those reports for which timely data entry is critical (e.g., UUV, runaway juvenile, missing person) are delivered to Records for data entry as soon as possible.
4. If you become aware of an error in your report, correct it as soon as possible. If you become aware of an error in another employee's report, notify your

supervisor.

3.34.3 RESPONSIBILITIES AND PROCEDURES FOR SUPERVISORS AND COMMAND PERSONNEL

A. Supervisors

1. Supervisors are expected to read reports given to them for approval and to ensure that errors are corrected as soon as practicable.
2. Authorize reports to be held, when appropriate, or completed on overtime.
3. The following reports should be completed before the reporting officer goes off duty:
 - a. Reports involving bias crimes, incidents for which a media release has been prepared, and any situation which may elicit significant community interest or response.
 - b. Reports involving death investigations (unless the Violent Crimes Unit Supervisor approves holding the report.)
 - c. A Custody Report where the suspect is incarcerated, or will be arraigned before the officer is next scheduled to work.
 - d. Any case where a report is needed immediately (for follow-up of serious crimes.)
 - e. Any report which documents a pending arrest warrant, stolen vehicle, probable cause for an arrest, or when an active locate for persons or vehicles exists.
 - f. Any report prior to an officer's regular days off or any other period of multiple days off.
 - g. Any other situation when a supervisor deems it necessary.
4. Ensure that reports are appropriately routed.