

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: <p style="text-align: center;">"REPORTS"</p>		ORDER NUMBER: <p style="text-align: center;">40-19</p>	
		PLEAC STANDARD: <p style="text-align: center;">3.4.1</p>		PAGE 1 OF 5	
ISSUE DATE: <p style="text-align: center;">8/29/2018</p>	EFFECTIVE DATE: <p style="text-align: center;">06/14/2014</p>	ANNUAL REVIEW DATE: <p style="text-align: center;">JULY</p>	RESCINDS: <p style="text-align: center;">COP 11-012</p>	AMENDS: <p style="text-align: center;">N/A</p>	

1.0 POLICY

- 1.1 It is the policy of the Pittsburgh Bureau of Police (PBP) that sworn members of the PBP shall take police reports for criminal activity or non-criminal incidents when that report is required by Federal/State/Local law or PBP General Order (GO) when there is a credible victim/witness and evidence of a crime or an incident.

2.0 PURPOSE

- 2.1 The purpose of this General Order is to provide guidelines as to when a report shall be mandatory and when it is optional. This GO will also provide guidance as to what reports must be completed or it will direct officers to the appropriate GO.

Refer to General Order 12-6 Section 8.0 for guidance on reports involving the use of force.

Refer to General Orders 40-12 and 40-12.1 for guidance on the criteria for reporting Domestic Violence incidents and making Domestic Violence arrests.

Refer to General Order 41-3 for guidance on Penn Dot crash reports.

Refer to General Order 44-1 Section 4.10 for guidance on the reports needed when making a physical arrest.

Refer to General Order 44-4 for guidance on the reports needed for special situations.

Refer to General Order 48-1 for guidance on providing Crime Victim Notification forms to Victims.

Refer to General Order 45-2 for guidance on the reports needed when seizing property.

Refer to General Order 52-1 Sections 3.0, 5.0, and 6.0 for guidance on the reports needed when making a summons arrest or applying for a warrant.

Refer to General Order 67-01 for guidance on the qualifying criteria for referring report requests to the Central Records and Reports Unit - Telephone Reports (TRU).

Refer to General Order 40-15 for guidance on the reports needed when responding to incidents involving people with mental illness.

3.0 GENERAL

- 3.1 The first unit to be **dispatched** to a call by radio shall be the unit designated to handle any report that may be needed for that incident. The following exceptions may apply:
- 3.1.1 Supervisors may reassign the report to another unit as they see fit. However, one unit may not be singled out to take reports as a form of discipline.
- 3.1.2 A secondary unit may agree to handle a report(s) where that officer was not the first unit dispatched if it is agreeable to both the first officer and the supervisor.
- 3.1.2.1 Consideration shall be given to recruits when reassigning reports. Recruits have limited time with their Field Training Officers and should be given basic reports to help improve their report writing skills in an environment where they have one on one mentoring.
- 3.2 Generally, reports shall be completed prior to the end of the reporting officer's tour of duty. If a continued investigation is required, the initial report will be completed and a supplemental report will follow.
- 3.2.1 Supervisors may opt to have the reporting officer complete the report at the start of the officer's next scheduled shift if the reporting officer would have to go into an overtime status to complete the report. This decision will be

made by a supervisor after weighing the facts of the incident (i.e. the officer's next scheduled shift, severity and nature of the incident, if a report needs to be forwarded to another agency or department, etc.).

- 3.2.2 When an officer is working secondary employment and has cause to take a report that does not involve making an arrest, the officer will consider the severity and nature of the incident and determine if the report should be completed at the time or at the beginning of his/her next shift.
- 3.2.3 An officer who is off-duty or working secondary employment and is anticipating an extended absence from their assigned duties (vacation, military leave, etc.), shall submit all pending reports to their immediate duty location supervisor prior to commencing the extended absence.
- 3.4 In all cases, reports shall be professionally written without the use of slang, colloquialisms, profanity, texting shorthand, net lingo, or acronyms unless the reporting officer is directly quoting dialog from the incident they are reporting. Attention shall be given to obtaining and recording complete and accurate information concerning required names, addresses, descriptions, the elements of the crime or incident, and the information that may help identify and or locate the offender. This includes all information that is pertinent for a complete and accurate depiction or explanation of the incident or crime.
- 3.5 Reports shall be written in the first person (i.e. I, Officer Smith, arrived on-scene at 0700 to see the victim, John Doe, lying on the sidewalk. Before losing consciousness Doe stated to me.....).
- 3.6 When a Form #3.0, "Investigative Report" is required, the narrative section of this form shall be completed.
- 3.6.1 The report shall include the "Who, What, When, Where, Why and How". It will state all investigative actions taken, the results of these actions and referrals made.
- 3.6.2 Officers shall include in their report when they have distributed the Pennsylvania Crime Victim Notification pamphlet to eligible victims.
- 3.6.3 The report shall advise of any Mobile Video Recordings, Body Worn Camera, and/or public/private video evidence that may exist or which has been collected.
- 3.7 When a Form #2.0, "Offense/Incident Report" is required, a brief narrative must be completed. The reporting officer shall include a brief description of the offense/incident. This brief narrative will not include any witness information or statements, any suspect information, any information about the victim, or any intelligence information.
- 3.8 All other reports may be completed with the words "See 3.0" if they do not require any information that will not fit into a specific category or drop down box which would need to be included in the narrative portion of the report.
- 3.9 Officers shall give a copy of the CCR # and contact information to the victim whenever practical prior to leaving the scene.
- 3.10 Officers shall use Automated Police Reports System (APRS) to complete their reports when the system is available. The APRS icons can be found on PBP computers in the Zones, marked vehicles, and HQ. If APRS is unavailable, officers shall contact their supervisor for guidance on how to proceed.
- 3.10.1 Upon completion of a report, the report shall be submitted for supervisory review.
- 3.10.2 The reviewing supervisor may either approve the report in its submitted condition or remand it to the officer with corrections/comments.
- 3.10.3 Remanded reports shall be corrected accordingly by the originating officer and resubmitted to a supervisor for approval.
- 3.11 All duty locations where officers are required to complete reports shall have a paper copy supply of PBP reports readily available in the event that the PBP computer system becomes inoperable.
- 3.11.1 Once the PBP computer system is operational all handwritten reports must be re-created in APRS per policy.

4.0 MANDATORY REPORTS BY LAW

- 4.1 Officers shall take a report for all incidents where Federal, State, or Local law requires a report to be taken. The list of incidents in which a report is mandatory shall include, but not be limited to, the following:
- 4.1.1 Domestic Violence
Refer to General Orders 40-12 and 40-12.1 for guidance on the criteria for reporting Domestic Violence incidents and making Domestic Violence arrests.
- 4.1.2 Vehicle crashes – See Title 75 Section 3746
Refer to General Order 41-3 for guidance on the criteria for reporting crashes.

5.0 MANDATORY REPORTS BY BUREAU POLICY

- 5.1 Officers shall take a report when:
- 5.1.1 There is an actual victim making the complaint, and
- 5.1.2 The victim, or witness(es) are credible, and
- 5.1.3 The complaint is for a violation of a Federal/State Law or City Ordinance, and
- 5.1.4 There is some evidence that the crime occurred or the facts given by the victim/witnesses bear out the possibility that a crime occurred (i.e. victim was robbed but not injured), and
- 5.1.5 The victim requests a report be taken.
- 5.2 Officers shall take a report when:
- 5.2.1 There is damage to City property, or
- 5.2.2 There is an incident involving a PBP member, or
- 5.2.3 There is a Chief's or Commander's Memo directing Officers to take reports in specific circumstances (such as for lost cell phones), or
- 5.2.4 Directed to do so by a supervisor.
- 5.3 Officers may refer a case to a magistrate when the most serious charge is no greater than a Misdemeanor 2.
- 5.3.1 In cases that are referred to the magistrate, officers will complete a PBP Form 2.0, "Offense/Incident Report" and a PBP Form 3.0, "Investigative Report". Officers will complete the report as if they were filing for a warrant or summons. i.e. The report will be as complete as possible and professionally written.
- 5.3.2 All cases that are referred to the magistrate MUST contain the suspect's correct first and last name, address, and date of birth in the officer's report. If you do not know the suspect's correct first and last name, address, and date of birth, you MAY NOT refer the case to the magistrate.
- 5.3.3 If the reporting officer decides to refer the case to the magistrate, the officer shall inform the complainant of this decision as soon as practically possible, preferably before the officer clears the scene. The officer shall furnish the victim with the incident CCR #.
- 5.3.4 Officers shall advise victims that the hours for filing Private Complaints at Municipal Court are Fridays from 0830 to 1130 and from 1300 to 1500.

6.0 NON MANDATORY REPORTS

- 6.1 Incidents of a criminal nature without a victim

6.1.1 In certain instances, it may be prudent to complete a report in the absence of a victim. This report may be used to:

6.1.1.1 Show crime patterns,

6.1.1.2 Develop Modus Operandi,

6.1.1.3 Preserve facts when the victim is indisposed and cannot request that a report be taken.

6.2 Incidents not of a criminal nature

6.2.1 In incidents involving suspicious activity where it may be crucial to preserving facts and information gathered at the time of the incident, officers may complete a PBP Form 2.0, "Offense/Incident Report" and a PBP Form 3.0, "Investigative Report". It will be up to the officer's discretion to write the incident report unless the officer is directed to take the report by their supervisor.

6.2.2 Officers shall not be discouraged from writing reports on suspicious activity.

7.0 FORMS

7.1 All Reports shall be completed as needed with as much information as the reporting officer can reasonably obtain.

7.2 Any relevant information that will not fit into a specific category or drop down box in any report shall be included in the narrative portion of the report. If the report does not have a narrative section, a PBP Form #8.11, "Supplemental Report" shall be used.

7.3 Only approved PBP Forms shall be used to report criminal incidents or non-criminal incidents. Hand written notes, receipts, checks, photocopies, etc. may be included with the reports when applicable.

7.3.1 PBP Forms include, but are not limited to the following:

- 7.3.1.1 Investigative Report
- 7.3.1.2 Offense/Incident Report
- 7.3.1.3 Supplemental Report
- 7.3.1.4 Arrest/Summons Report
- 7.3.1.5 Field Contact/Search/Seizure Report
- 7.3.1.6 Subject Resistance Report
- 7.3.1.7 Gun Task Force Firearms Report
- 7.3.1.8 Weapon Discharge
- 7.3.1.9 Missing Person
- 7.3.1.10 Traffic Stop Report
- 7.3.1.11 Traffic Citation
- 7.3.1.12 Non-Traffic Citation
- 7.3.1.13 Lethality Assessment

7.3.2 When a non-PBP form is used, officers shall, if practical, write on the form the CCR# and the date and time the form was collected in such a manner as to not obliterate or change the meaning of the contents of the form.

7.3.3 Officers shall make note of the non-PBP form in the narrative of their report and briefly describe the form and its' contents.

7.3.4 All non-PBP forms shall be scanned by the officers' zone/unit clerk and the original form shall be maintained by the officer.

7.3.5 This section does not apply to State Crash Reports.

7.4 Duly deputized or sworn PBP members working for outside agencies are authorized to use the forms of that agency.

Approved By:

A handwritten signature in blue ink, appearing to read "Scott Schubert". The signature is stylized and cursive.

Scott Schubert
Chief of Police