

# BATON ROUGE POLICE DEPARTMENT

General Order  
No.276

Effective Date  
11-01-1994

Revised Date  
04-25-2019

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Subject: Report Requirements

Reviewed 4/25/19

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## POLICY

It is the policy of this department to fully report all incidents investigated by officers. The following procedure has been developed to ensure uniformity in the reporting system.

## PROCEDURES

### I. File Numbers

- A. A file number will be issued and a report written for each call for service, including, but not limited to:
  - 1. citizen reports of crimes,
  - 2. citizen's complaints,
  - 3. incidents resulting in an officer being dispatched or assigned,
  - 4. self-initiated incidents including criminal and non-criminal cases, or
  - 5. incidents involving arrests, citations, or summonses.
- B. If multiple crimes have been committed against one victim/complainant, (an example being, multiple vehicle break-ins of new or used cars at a lot), then an officer may use one file number to report the incident.
- C. Officers **will not** cancel a file number.
- D. The officer dispatched to a call is responsible for obtaining a file number and writing a report. If an incident is handled by an officer other than the officer dispatched, Communications will be advised which officer is responsible for processing the report.

### II. Telephone Reports

- A. Officers handling a complaint via the telephone **will** obtain a file number by contacting the complaint operations desk and furnishing the necessary information.
- B. Officers **will** furnish the victim/complainant with the appropriate incident file number.
- C. Officers **will not** attempt to divert, re-route, or redirect a telephone complaint to another district or division except in instances where the taking of the report by a specialized division would expedite the process (i.e., Forgery, Bicycle, etc.).
- D. If an officer has reason to believe that a specific call should not be processed via the telephone, the officer should contact either a field supervisor or a communications supervisor and advise them of the complaint and the reason for dispatching a unit to the scene rather than processing the call via telephone.

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- E. If the officer working the desk receives more telephone complaints than he/she can effectively handle, the officer should note the complainant's names and phone numbers and call them back, as soon as practical.
- F. See IDP 501/19-1 Telephone Reporting Unit.

### III. Offense/Other Reports

- A. Officers **will** file a report whether it is an offense, supplement, or specialized report for each incident investigated by an officer.
- B. An "Initial" report shall be written on all incidents. This report will include the following:
  - 1. The time and date of the alleged offense(s)
  - 2. The location of the alleged offense(s)
  - 3. A brief narrative description of alleged offense(s), including a limited description of the vehicle and property involved
  - 4. The name and identification of each person charged or arrested for the alleged offense(s)
  - 5. The name(s) of the investigating officer(s).
- C. A report is available for every incident encountered and some types of incidents will require the use of a specialized report form such as:
  - 1. Stolen vehicles, boats, or bicycles;
  - 2. Missing persons,
  - 3. Alarms,
  - 4. Crashes,
  - 5. Stolen firearms (NCIC supplement), and
  - 6. E911 incidents.
- D. Specialized divisions may require the use of reports designed specifically for the services they render.
- E. All reports involving an arrest, that may require follow-up investigation, documents an extra-ordinary occurrence or an Initial report shall be completed prior to the end of the officer's shift. All other incident reports may be submitted upon the officer's return to duty, the following day. However, a supervisor may permit an officer to submit a report within forty-eight (48) hours, provided it does not meet the criteria enumerated in this paragraph.
- F. Crash reports shall be submitted for approval at the end of an officer's tour of duty.
- G. Supervisors shall review submitted reports and ensure their accuracy and completeness within forty-eight (48) hours of the submission of a report.

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## IV. Follow-Up Investigation Reports

- A. Reports requiring follow-up investigation **will** be forwarded to the particular division(s) which would normally manage the investigation of the type of incident being reported. All reports requiring follow-up investigation will be completed prior to the end of an officer's shift.
- B. Preliminary investigating officers who wish to forward copies of reports to an investigating Division for follow-up, will email that Division the file number or fax a copy of the report to the follow-up Division.
- C. Officers at the scene of a crime requiring the presence of persons from a particular division(s) **will** advise Communications of the request.
- D. An officer relinquishing control of an investigation may be responsible for filing a supplemental (or any other type of report, required). Inquiry by the officer regarding this responsibility shall transpire prior to leaving the scene.
- E. Officers receiving additional information (whether by phone or in person) are responsible for filing a supplemental report regarding the information.
- F. Once an incident has been assigned a file number, subsequent reports involving that incident will be filed as supplemental, using the same file number.
- G. Once completed, all reports are submitted to the section/shift supervisor for review, approval, and transmittal to Criminal and/or Traffic Records.

## V. Incident Reporting Standards

- A. Acceptable performance standards of an incident report's narrative are;
  - 1. Standard report format to include appropriate headings
    - a. **Initial** – stating how dispatched, date and time, location of alleged offenses, how the writer was assigned the case, overview of case, including a limited description of the vehicle, and property involved, final disposition of officer's investigation, to include the name of each person charged or arrested for the alleged offenses.
    - b. **Investigation** - stating initial observations, interviews with complainant, victim, suspects (including pre-arrest information), times & dates, evidence located including where and its collection, vehicle & suspect description, property taken/recovered (including values) in chronological order, and
    - c. **Conclusion** - stating offense or non-offense, disposition of victims, evidence, vehicles, property, and suspects. Post-Arrest statements and actions are included here with a summary of charges and whether any further reports or action is to be taken after the filing of the initial report.

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2. Written in 1st-Person with the writer's name and any other person(s) involved in the development of the report cited immediately after first introduction.,
  3. The use of correct grammar including logical paragraph breaks and upper and lower case text (written or typed).
- B. Superior performance standards of written narratives of reports of the Baton Rouge Police Department will include:
1. Standards set forth in section V.(A). of this order,
  2. Correct usage of headings and bullets in the narrative,
  3. Capitalizing of surnames throughout the report,
  4. Characteristic trademark or signature of the writer,
  5. Itemized inventory(s) of evidence, witnesses, and property,
  6. Chronological listing of multiple violations, and
  7. Consistent logical and conclusive reports.