

# Germantown Police Department

## Policies and Procedures

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**Number:** 10-1  
**Effective Date:** July 18, 2006  
**Subject:** Completing Official Reports and Forms  
**Previous Revisions:** August 11, 2005; February 22, 2006; May 15, 2006

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### **I. PURPOSE**

The purpose of this policy is to establish procedures for department personnel when completing various reports and forms used by the Germantown Police Department.

### **II. POLICY**

It is the policy of the Germantown Police Department that employees fill out all necessary forms accurately and completely. Official reports or forms will be completed in a timely manner, normally before the end of the employee's shift.

### **III. OFFENSE/INCIDENT REPORT**

The offense / incident report (**GPD Form # 1**) is used to document criminal activity and miscellaneous incidents. When a situation arises which requires the completion of an offense report, officers will completely fill out the report and include all pertinent information available.

Each block relative to the incident should be completed. The shaded blocks will be completed by the Investigative Division. If information for a block is not available or does not apply, leave it blank.

Assault Section- If the incident involved an assault, this section is to be completed. The assault, victim and suspect sequence numbers refer to the relationship between the assault, victim and suspect (ex: There is usually only one assault, one victim and one suspect. The number assigned to each sequence box would be one (1)).

Vehicle Section- If the incident involved a vehicle (stolen, damaged, suspect, etc.), this section is to be completed. If the vehicle information is relative to the incident, this section is to be completed. If the vehicle is the only property, which is damaged or stolen, **NO** additional property sheet is necessary.

Narrative Section- The narrative should describe the incident as it happened in chronological order (who, what, where, when and how). The narrative should be as detailed as possible, including the name of the complainant, victim and suspect, if applicable. All information relative to the offense/incident should be included in the narrative. It is not necessary to repeat miscellaneous information already listed on the report in the narrative.

NOTE: Officers should remember that completed reports are matters of public record and are frequently copied for citizens. Therefore, officers should ensure that the reports are accurate, complete and neat.

Supplement Forms- If supplement forms are necessary, they should be completely filled out and included with the offense/incident report.

#### Offense Memo/ Continuation Sheet (GPD Form # 2)

1. To continue offense narratives and to report additional information about a previously reported crime.
2. To report information to another agency about a crime or incident that occurred outside Germantown.
3. To report found property. If the found property was previously reported stolen to the Germantown Police Department, enter the original report number in the Offense Report Number box. Otherwise, obtain a new Offense Report Number. Recovered stolen property shall be written on an Offense Report form.
4. To report a DOA, which does not appear to be a homicide or suicide and when a doctor agrees to sign a death certificate.
5. To report an animal complaint.
6. As a matter of record report.
7. As directed by a supervisor.

**If a crime was committed or attempted, complete an Offense Report.**

#### **IV. ARREST REPORTS**

The arrest report (**GPD Form # 3**) currently in use is a two- (2) page report with miscellaneous sections and blocks. Each section of information relative to the arrest shall be completely filled out. If information for a block is not available or does not apply, leave it blank.

The arrest report will be completed when a person is taken into continued custody, a juvenile is transported to Juvenile Court and on an Emergency Commitment.

The blocks of information are self explanatory with a few exceptions. The B of I number will be assigned by the booking jailer. If the arrested person has an outstanding NCIC warrant, that number will be placed in the appropriate block.

Arrest Codes Section- If the person was arrested for a state misdemeanor, the appropriate block will be checked as to why a misdemeanor citation was not issued. This section will not be completed on felony arrests.

Charge Section- List the applicable state and/or city charge(s) in this section, including the Tenn. Code Ann. section, number of counts and type and number of any related reports. List any warrant numbers in this section.

Associates Section- This section will be completed to document person(s) with the arrested party or if more than one person was arrested.

Narrative Section- The narrative should describe in detail the circumstances surrounding the arrest. It should be factual, objective and contain the probable cause leading to the charge(s) placed. Any statements relative to the arrest should be included in the narrative. Any necessary supplement forms should be included with the arrest report.

## **V. MISDEMEANOR CITATIONS**

The misdemeanor citation (**GPD Form # 4**) is to be used as the record of arrest for state misdemeanor offenses committed by persons residing or employed within Shelby County. The citation is to be completely filled out by the officer(s) with as much information available at the time of issuance. The narrative section should contain the probable cause that substantiates the charges being placed, in as much detail as possible. The officer will obtain a CAD number prior to issuing the citation. For detailed information regarding on scene misdemeanor charges, see Chapter 2, Section 4 of the Policies & Procedures Manual.

## **VI. JUVENILE SUMMONS**

The juvenile summons (**GPD Form # 5**) is to be used in situations involving offenders accused of misdemeanor offenses. In some cases, a summons may be issued for particular non-serious felony charges, after approval of a supervisor (i.e., property crimes with no further investigation warranted). The summons will be completely filled out in as much detail as possible. For more information regarding the issuance of a juvenile summons, see Chapter 7, Section 3 of the Policies & Procedures Manual.

## **VII. STATE REPORTS**

The state report is to be used to present a criminal case to the Shelby County Grand Jury for a defendant who has been arrested and bound over to the Grand Jury from the Germantown Municipal Court. The state report can also be used to submit a request to indict a person for criminal charges when the person has not been arrested. The state report contains three sections, which are the information page, the victim/witness/officer page, and the narrative page. On the information page, either "Arrest" or "Request for Indictment" should be circled indicating the appropriate Grand Jury submission type. The "Charges" section on the information page should include the appropriate criminal violation or violations and the Tennessee Code Annotated number or numbers for the charges bound over or for the charges for the request for indictment. If more than one defendant is charged with criminal offenses in conjunction with another defendant, a separate information page should be completed for each defendant to be attached to the same victim/witness/officer page and narrative page. The victim/witness/officer page should include information about a victim, witness, or officer who may be needed to testify about specific details regarding the criminal charges presented to the Grand Jury. The narrative page should be written in third person, should include the location of the crime or crimes, should refer to victims, witnesses, and officers by their names, and should include the probable cause for the charges listed on the information page. The narrative should provide clear and concise information about the crime or crimes that can easily be understood by the general public. The narrative should avoid references to the defendant's race, sex, ethnicity, or religious beliefs unless such information is necessary to the identification of the defendant or is necessary to the establishment of the probable cause for the arrest. If such information is necessary, then only the minimum amount of descriptive information should be included in the narrative. If the state report is a bind-over, the state report must be completed as soon as possible after the officer receives it.

## **VIII. TBI MISSING CHILD REPORT**

The TBI Missing Child Report (**GPD Form # 6**) is to be used to document missing or runaway juveniles. The report is to be completely filled out with as much information as possible. The report is self explanatory except for several blocks. The ORI (originating agency identification) number will always be 0790200. The date of emancipation (DOE) is simply the juvenile's date of birth plus eighteen (18) years.

Upon completion of the report, the officer will take the information to the Communications Center where the dispatcher will enter the juvenile into the computer as either missing or runaway. The dispatcher will provide the officer with the OCA (originating case number), and the NCIC or NIC number. A supervisor must review the report before it is submitted at the end of the shift.

## **IX. OTHER FORMS**

**Property Form (GPD Form # 7)** – This form is used when an incident involves property that is stolen, damaged, seized, recovered, stolen/recovered, found, or taken as evidence. The property form will be completely filled out and included with any other report(s). When property is seized or taken as evidence, a copy of the property form will be attached to the property (along with a property cover sheet form) and the original turned in with the offense report, arrest report or the offense memo.

The property form also contains additional blocks for vehicles and worthless documents. The worthless document section will only be completed for the offenses of Counterfeiting/Forgery, Prescription Forgery and Credit Card/ATM Fraud.

**People Supplement (GPD Form # 8)** – This form is used for relating additional information on people involved in the crime being reported. There is additional victim, suspect, witness and mentioned sections. This form is also used to report Law Enforcement Officers Killed or Assaulted.

**Drug / Weapon Report Form (GPD Form # 9)** – This form is used for all offenses that include drugs, weapons, pornography, prostitution and gambling. Found drugs and weapons do not require a Drug / Weapon Report. The property section is to be completed for seized and recovered weapons, monies and gambling paraphernalia only. If a person is arrested for possession of weapons and/or drugs, the officer should obtain a report number and complete this form to accompany the arrest paperwork. An Offense/Incident Report (GPD Form #1) is not required.

**Property and Evidence Cover Sheet (GPD Form # 10)** – This form is used anytime property or evidence is seized. The form will be completely filled out and attached to the property or evidence. When there is a theft or when property is found and the recovered property is returned to the owner/business, a cover sheet is filled out. The cover sheet is then attached to the report.

**City Affidavit (GPD Form # 11)** – The City of Germantown affidavit is used as the official charging document in cases where persons are charged with violating a city ordinance. The affidavit will contain the probable cause to substantiate the charge(s) being placed.

**State Affidavit (GPD Form # 12)** – The State of Tennessee affidavit is the official charging document/instrument in cases where persons are charged with violating a state statute. The affidavit will contain the probable cause to substantiate the charge(s) being placed. Miscellaneous information such as transport mileage, booking information etc., should not be included in the affidavit. The language used in the affidavit should be consistent with the language used in the appropriate statute being charged (ex: knowingly, exercised control over, without the effective consent of the owner, with the intent to deprive the owner thereof, etc.). The affidavit **must** be signed in the presence of the Court Clerk or judicial official.

State Affidavit for DUI Refusal to Submit to BAC Test (GPD Form #12A) – This Affidavit is to be used only when a person is arrested for DUI and has refused to submit to a BAC test, either breath or blood. The Affidavit has been pre-typed with blanks for officers to fill in the appropriate information.

Order Granting Bail for Domestic Abuse Cases (GPD Form # 13) – This form is used after an arrest has been made for domestic abuse. The officer will fill out the charge(s) and defendant lines. A judicial official will complete the remainder of the form.

Protective Order Procedure (GPD Form #13A) – This form is to be given to a person, whether or not a victim of domestic violence, who wishes to pursue a protective order.

Offer of Transportation and Hold Harmless (GPD Form # 14) – This form is used when an officer has responds to a domestic abuse call. The victim(s) will be offered transportation to a place of safety or a place where arrest warrants for domestic violence are issued. The officer **shall** completely fill out this form prior to clearing the call and give the bottom half of the form to the victim(s).

Notice of Arrest and continued Custody of Person Referred for Evaluation Pursuant to T.C.A. 33-6-103 (GPD Form # 15) – This form shall be completed whenever a person in custody with criminal charges is transported to the MMHI (State Hospital) for evaluation. For further information regarding Emergency Detention, refer to Chapter 9, Section 4 of the Policies & Procedures Manual.

Vehicle Tow Slip (GPD Form # 16) – This form is used whenever an officer causes a vehicle to be towed. This form is to be filled out completely. For exceptions to completing this form, refer to Chapter 8, Section 7 of the Policies and Procedures Manual.

Tow-In Option Form (GPD Form # 17) – This form is used when an officer makes a physical arrest of a person operating a vehicle or a vehicle is involved in the incident. This also applies to drivers that are issued misdemeanor citations for no driver's license or driving while license cancelled, revoked or suspended. The form is to be completely filled out and signed by the arrestee and arresting officer(s). See Chapter 8, Section 7 of the Policies and Procedures Manual for more information.

Consent to Search Form (GPD Form # 18) – This form is used when an officer wishes to obtain voluntary permission to conduct a search for persons, property or evidence. When using this form to search, the officer must have other articulated facts and reasonable suspicion before requesting consent.

Controlled Substance Field Test (GPD Form # 19) – This form is used when an officer field tests suspected illegal controlled substances. This form is self-explanatory.

Receipt for Driver's License/License Plate Form (GPD Form # 20) – This form is to be completed when an officer confiscates a driver's license or license plate. The agency code is always **79042**.

Use of Force Report Form (GPD Form # 21) – This form is used when an officer uses force (except firearms) against a suspect. The form is to be completely filled out and signed by the officer and a supervisor.

Firearms Use Report Form (GPD Form # 22) – This form is used when an officer discharges a firearm (on-duty or off-duty). It is important that the form be accurate and complete.

Victim/Witness Statement Form (GPD Form # 24) – This form is used to record the statements of a victim of a crime or a witness to a crime. It is to be completely filled out by the officer(s) and signed by the victim/witness.

Field Interview Card (GPD Form # 25) – This form is used to record suspicious persons and activities encountered by the officer. It should be filled out as completely as possible and signed by a supervisor.

Patrol Daily Activity Log (GPD Form # 26) – This form is used by the officer to record the daily activities of the officer, whether dispatched or self-initiated. It is also used to record supplemental equipment and information regarding the patrol vehicle used by the officer. This form should be as accurately and completely filled out as possible. It will include all pertinent information such as location of the call (or special), the nature of the call, the disposition, the charges, if any, and the report or citation number.

Identity Theft Contacts Form (GPD Form # 27) – This form is given to victims of identity theft to assist the victim in reporting the theft to credit reporting agencies, so that an alert can be placed on the victim's credit report.

Alarm Notification (GPD Form # 28) – This form is used by an officer who responds to an alarm and there is no one available at the location of the alarm. It is to be completely filled out and left on the front door of the location.

**X. TENNESSEE UNIFORM TRAFFIC CRASH REPORT (GPD Form # 29)**

A. General

The State of Tennessee Uniform Traffic Crash Report (TUTCR) is to be completely filled out when an officer investigates a traffic crash. A report will be completed on all crashes where there is visible damage to any vehicle. Photographs will be taken at the scene of any crash involving a City of Germantown vehicle.

Traffic crashes, which result in an occupant sustaining potentially life threatening or fatal injuries, will be investigated by a specially trained Traffic Crash Investigator. In these cases, the scene integrity must be maintained. As soon as possible, a condition report should be obtained from the treating hospital.

If the investigating officer determines, through his/her investigation, that a driver violated a city traffic ordinance or state traffic law, he/she will issue a traffic citation for the appropriate charge. The driver determined to be at fault will always be listed as Driver #1. This is a Germantown Police Department requirement, not a state reporting requirement. (NOTE: Only one charge, usually the most serious charge, should be listed on the first page. Additional charges should be included in the narrative section).

B. Narrative Section

Provide a full description of the events and circumstances of the crash as determined through investigation. This should include the location of the vehicle(s) prior to impact, at impact and after impact, if applicable. (NOTE: It is permissible to include in the narrative the driver's statement(s)). Use this section to further explain or describe in detail the information in previous sections of the report, but avoid repeating information that is listed elsewhere (i.e., injury information, arrest information, etc.). Also, list additional charges in this section.

C. Collision Diagram

The collision diagram is the single most important part of the crash report. It must be accurate and complete. It should include the following (if possible):

1. Positions of **all** vehicles prior to impact, at probable point of impact and at final rest position.
2. Positions of **all** dead and injured driver(s), passenger(s) and pedestrian(s).
3. Location of **all** objects, on or off the roadway, and traffic controls and/or signs that are necessary to describe the crash.
4. Indicate north by arrow (north should always point toward the top of the page). The text should be written, either horizontally or vertically, in a manner in which it can be read with north pointing toward the top of the page.

**For crashes involving serious bodily injury or death, the following should also be included:**



5. Accurate distance measurements of skid marks, gouges and debris.
6. Accurate dimensions of **all** roadway(s), intersection(s) and/or railroad crossings.

D. **Truck/Bus Supplement**

If the crash involves a truck with at least two axles, six tires, or hazardous materials placard or a bus with seats with more than 15 people, including the driver, a Truck/Bus Supplement Form **may** be required. Refer to the supplement form for direction as to whether or not the crash meets the criteria on the form.

**For additional crash investigation procedures and/or guidelines, refer to Chapter 8, Section 2, of the Policies & Procedures Manual.**

- E. Private Property Crash Form (GPD Form # 30) – This form is used to document a crash that occurs on private property when it involves damage less than \$400.00 and there are no injuries. If there are injuries or death, damage over \$400.00, a DUI, or a suspended/revoked/cancelled driver's license, then a TUTCR will be completed.
- F. Train Crash Work Sheet (GPD Form # 31) – This form is used to record information for a TUTCR when the crash involves a train. It is important to record this information for the crash report and release the train as soon as possible.

**XI. TRAFFIC CITATIONS**

- A. Long Form Ticket (GPD Form # 32) – This form is used when issuing a traffic citation to an adult for City traffic ordinance violations as well as State traffic charges. It can also be issued to a juvenile who is 16 or 17 years old for non-arrest charges. This citation cannot be issued to a juvenile for charges such as DUI, DWI, reckless driving or any charges that result in an arrest.
- B. Short Form Ticket (GPD Form # 33) – This form is used when issuing a citation for a parking violation. The ticket will be completely filled out by the issuing officer.
- C. Traffic Courtesy Warning (GPD Form # 34) – This form is used when an officer issues a warning for a traffic violation, either for a moving violation or a parking violation. The courtesy warning will be completely filled out by the issuing officer.

- D. Shelby County Juvenile Court Citation This citation should be completed whenever the juvenile is under the age of (16) sixteen or the traffic charges can result in the arrest of the juvenile, such as no drivers license, DUI, DWI, reckless driving etc.

## **XII. ADMINISTRATIVE FORMS**

- A. Administrative Memorandum (GPD Form # 35) – This form is used to document any administrative action or incident. It could include request for a lateral transfer to other duties, damage to equipment, etc.
- B. Roll Call Information (GPD Form # 36) – This form is used to record information that needs to be discussed at roll call. It should be completely filled out and approved by a supervisor.
- C. Request for Leave (GPD Form # 37) – This form is used whenever an employee requests any type of leave. It will be filled out in advance, if possible, or as soon as the employee returns to work. The form will be submitted to the employee's immediate supervisor for approval.
- D. Inspection Record Sheet (GPD Form # 38) – This form is used by a supervisor to record the results of an inspection of an officer's uniform and/or equipment.
- E. Court Overtime Record (GPD Form # 39) – This form is used by any Officer/Lieutenant who attends court outside the City of Germantown while off-duty. It will be filled out completely and returned to the Administrative Captain in charge of payroll.
- F. Vehicle Work Request (GPD Form # 40) – This form is used to request work on a particular police vehicle. The form should be as precise as possible when describing the particular problem to be addressed.
- G. Specialized Training Request (GPD Form # 41) – This form is used to request specialized training other than in-house or in-service training. The requesting employee will completely fill out the top portion of the form and submit the request to his/her immediate supervisor. The requesting employee will include any class flyers or advertisements containing course information, tuition, registration procedures and hotel fees.
- H. Training Critique Form (GPD Form #41A) – The officer who attends specialized training will complete this form. The form shall be completed as soon as possible

following the training. The form will be returned to the training division when completed.

- I. Change of Address and/or Telephone Number (GPD Form # 42) – This form is used to notify the Police Department of an employee’s change of address and/or telephone number. This form will be filled out completely, signed by the employee’s immediate supervisor, and submitted to the Administrative Captain immediately upon returning to work after the change.
- J. Ride Along Program Rules/Release and Waiver (GPD Form # 43) – This form is to be filled out whenever a citizen is to participate in the ride-along program. It must be signed by the citizen requesting the ride-along and given to the shift commander to be filed. For more information on the ride-along program, refer to Chapter 1, Section 24 of the Policies & Procedures Manual.
- K. Authority to Release Information (GPD Form # 44) – This form is used when a citizen requests to participate in the ride-along program. The form may be completed by the officer or the citizen; however, the citizen must sign the form. The completed form will be submitted to the Desk Officer for processing.
- L. Community Relations Program (GPD Form # 45) – This form is used whenever a request for a community relations program is made. The form will be completed and submitted to the community relations/training office.
- M. Uniform Request (GPD Form # 46) – This form is used whenever there is a request to purchase uniforms or equipment by an employee. The form will be submitted to the Administrative Captain for processing.
- N. Citizen Complaint and Inquiry (GPD Form # 47) – This form is used by a supervisor whenever a complaint is lodged against an employee(s) of the department or an inquiry is made regarding the actions of an employee. It is to be filled out completely and forwarded to Internal Affairs for routing.
- O. Observed Behavior Report (GPD Form # 48) – This form is used by supervisory personnel to document job performance, either positive or negative, of members of the Police Department.
- P. Employee Commendation (GPD Form # 49) – This form is used by supervisory personnel to document performance or action of members of the Police Department that rise well above average in quality.
- Q. Statement of Charges (GPD Form # 50) – This form is used by supervisory personnel and is the official charging document outlining the facts and

circumstances of violations of departmental rules, policies, procedures or directives. For more information regarding Statements of Charges, refer to Chapter 1, Section 10 of the Policies & Procedures Manual.

- R. Off Duty Employment (GPD Form # 51) – This form is used by an employee whenever an employee wishes to work at a secondary job. The form should be completed by both the employee and the prospective employer. The form will be submitted to the Chief of Police for approval.

### **XIII. REVIEW PROCESS**

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.