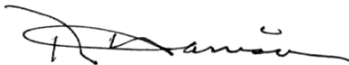


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Incident Reporting Procedures		
NUMBER	1108.03	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	August 30, 2018	ISSUE DATE	March 18, 2011
Date Reviewed	July 20, 2017	REVISION DATE	July 20, 2017
APPROVED BY		ALEAP Standards	7.18

I. Scope and Purpose

- A. The mission of the Texarkana Police Department is facilitated by gathering accurate and effective information. Disseminating this information is critical to the Department's mission. This policy establishes guidelines surrounding the reporting of crimes, citizen complaints, incidents and arrests by members of the Texarkana Police Department. This policy shall apply to all members of this Agency.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to utilize a reporting system that ensures all appropriate information is gathered at the time a report is generated while ensuring the information contained within the report is comprehensive, meets the operational and informational needs of the Agency and meets the internal standards established by the Agency. All members of the Department shall recognize and adhere to the following guidelines established within this policy.
- B. Members of the Texarkana Police Department shall be required to submit completed reports in the performance of their duties in a timely manner. Unless otherwise approved by their supervisor, all reports shall be generated daily during the course of the officer's tour of duty and submitted prior to the officer's release from duty.
- C. Members of the Texarkana Police Department shall properly report and document any information derived from the following categories when such information is provided in good faith by any citizen:
1. Information that necessitates police action;
 2. Information that necessitates police involvement; and
 3. Information that necessitates the documentation of the matters in question.

III. Procedures—Electronic Reporting System (ADSI)

- A. The Texarkana Police Department utilizes an electronic reporting system that centralizes much of the collected information. The system, ADSI, is comprised of separate modules that enable members of the Department to generate the following types of reports:
1. Offense Reports (Sometimes referred to as Incident Reports);

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2. Supplemental Reports; and
3. Arrest Reports.

B. Offense Reports (Incident Reports)

1. Offense reports shall be utilized by members of the Department to document a variety of incidents that require documentation by the Agency. Generally, offense reports are utilized to report incidents of criminal activity. Members of the Department shall complete an offense report when encountering any individual wishing to report a crime. All reports of criminal activity shall be documented on an official offense report.
2. Offense reports shall be completed in all situations in which a citizen specifically requests a police report. All reports of criminal activity shall be documented on an official offense report. Should a question develop regarding the need for a report, by default, the officer should complete a report.
3. Offense reports can also be utilized by officers when reporting suspicious circumstances, incidents deemed miscellaneous in nature and incidents surrounding property damage borne from events not related to a traffic accident. When officers are encountered with circumstances of a complaint that require more documentation or action by the Agency other than simply clearing the call with the appropriate disposition within CAD, the officer will utilize an offense report to document the circumstances.
4. Offense reports within ADSI contain the following pages/sections:
 - a. Admin page;
 - b. Offense page;
 - c. Person's page;
 - d. Relationship page;
 - e. Property page;
 - f. Vehicle page; and
 - g. Narrative page.
5. Offense reports shall be generated to document the following incidents:
 - b. All felony crimes;
 - c. All incidents surrounding domestic violence and those instances that involve violence among individuals who reside within a common household. Under these circumstances, offense reports are required whether or not an arrest is made and regardless of the victim's choice not to pursue criminal charges;
 - d. All arrests arising from or involving a charge of possession of marijuana or other misdemeanor drug charges;
 - e. DWI offenses; and

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- f. All actions by Department personnel involving the removal of a vehicle by a wrecker service. The content within offense reports generated for this purpose can be narrowed to the completion of the admin page, vehicle page and narrative page.
6. To ensure the reporting standards of the Agency are met, coupled with the need to maintain a comprehensive collection of information related to the incident, officers of the Agency will ensure all applicable pages within each offense report are complete and accurate. This section shall mandate the population of all applicable fields contained within each page of the report.

C. Supplemental Reports

1. Supplemental reports are utilized to document additional or supplementary information related to a specific offense or incident.
2. Officers who are not assigned, delegated or appointed to complete an offense report and become involved in an incident will utilize a supplemental report to document their actions and involvement within the specified incident.
3. Detectives needing to document elements and information surrounding the investigation of criminal cases will document such information on supplemental reports.
4. Supplemental reports can be utilized to add information to the following types of reports:
 - (a) Offense Reports;
 - (b) Accident Reports;
 - (c) Arrest Reports;
 - (d) Property Records; and
 - (e) Probable Cause Affidavits.

D. Arrest Reports

1. Arrest reports serve to document information directly related to the arrest itself.
2. Officers of the Department who make an arrest will complete an arrest report which details the facts of the arrest.
3. Officers of the Agency making an arrest in response to another agency’s warrant shall complete an arrest report within ADSI whenever the arrestee is transported away from the arrest scene in a Department vehicle to the other agency’s facility.

IV. Procedures—Probable Cause Affidavits

- A. Rule 4.1 of the Arkansas Rules of Criminal Procedure—entitled *Authority to arrest without a warrant*—prohibits persons arrested from being held in custody longer than forty-eight (48) hours unless a judicial officer determines—from an affidavit, recorded testimony or other information—reasonable cause exists to believe the person in custody has committed an offense.
 1. Members of the Texarkana Police Department shall complete a Probable Cause Affidavit whenever the officer makes a warrantless arrest.
- C. With the exception of Probable Cause Affidavits prepared in response to a felony arrest, officers can utilize narratives contained within an offense report, a supplemental report or an arrest report to act as

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the affidavit's narrative. When utilizing narratives from other reports in this manner, officers will place the following language within the narrative section of the Probable Cause Affidavit:

1. ***“ A copy of the arrest/supplemental/offense report is attached hereto and is made a part of this affidavit ”.***
- D. Probable Cause Affidavits prepared in response to felony offenses must contain a narrative directly within the content of the affidavit.
- E. All affidavits shall be endorsed by the arresting officer (affiant) and notarized by a supervisor. Completed affidavits—along with additional paperwork associated with the arrest—will be presented to a judge for his/her review as soon as possible.

V. Procedures—Accident Reporting Procedures ALEAP 7.18c

- A. *A.C.A 27-19-501* requires the driver of any vehicle subject to the registration laws of the state which is in any manner involved in an accident occurring in the state and resulting in damage to the property of any one (1) person in excess of one thousand dollars (\$1000)—or resulting in bodily injury to or the death of any person—to report the accident.
- B. *A.C.A 27-53-303* declares officers of this Department have the duty to investigate, document and report all traffic accidents and the resulting deaths, injuries and property damage which occur within the Agency's jurisdiction.
- C. Officers shall utilize the E Crash portal—commonly referred to as MOVEAR—as the reporting platform for all traffic accident reporting requirements. Members assigned to the records section in CRC will provide the police department's front receptionist with copies of all accident reports uploaded to MOVEAR by agency members in an effort to facilitate on-site FOIA requests for accident reports.
 1. For additional information regarding FOIA requests, please refer to General Order 1102.16--Freedom of Information Requests.
- C. For additional information regarding the investigation of accidents, please refer to General Order [1107.03--Investigating Accidents on State and Federal Highways.](#)

D. Parking Lot Accidents

1. Officers may utilize the Texarkana Police Department Traffic Accident Information form (Parking Lot Form) when documenting those accidents that occur on parking lots. Accidents on parking lots that meet the circumstances listed in Section V, Paragraph A of this policy must be documented on a standard accident report.
 - (a) Parking lot accidents involving a driver/vehicle that has left the scene prior to the officer's arrival shall be treated as a hit and run accident. Accidents of this nature shall be documented on a standard accident report as indicated in Section V, Paragraph B of this policy.
 - (b) Should the officer encounter circumstances that lead the officer or complainant to believe damage to a vehicle on a parking lot was the result of something other than a collision with a secondary vehicle, officers shall treat the incident the same as a criminal mischief or property damage investigation. Documentation as a result of these circumstances shall be placed on an offense (incident) report.
2. Parking Lot Form procedures
 - (a) The Texarkana Police Department Traffic Accident Information forms are numbered and generated in triplicate form. The white copy of the form shall be retained by the officer and

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placed in the box located in the Patrol Debriefing Room at the conclusion of his/her shift. The remaining yellow carbon copies shall be divided among the two vehicle operators and issued accordingly.

- (b) Upon completion of the incident, the officer will ensure the parking lot form's number is attached to the information contained in CAD. Officers are encouraged to list this information in the remarks section of their MDT screen when prompted to provide the appropriate disposition instead of utilizing the radio system.

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