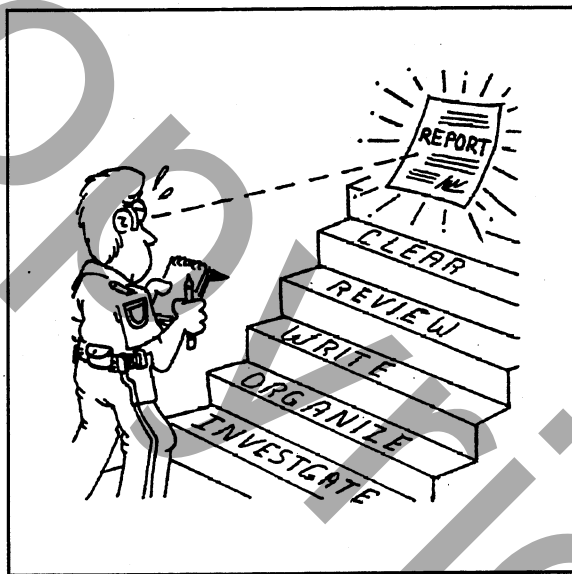


## THE REPORT AND THE REPORT PROCESS WHY TAKE A REPORT?

This chapter defines a police report and discusses the various types of reports used by law enforcement agencies. It also discusses the necessity of taking a report and the liability of not taking a report.



### DEFINITION OF A REPORT

A report is a permanent written record which communicates important facts to be used in the future. It is the reconstruction of an incident based on the officer's investigation.

### TYPES OF REPORTS

All the reports generated by an agency can be broken into two types: administrative and investigative.

## 1. Administrative Report

### Definition:

An administrative report is one that supports the day-to-day operations of the department and is used primarily for internal communication or control of the department and for communication with agencies outside of the department.

### Examples:

Memos, statistical reports, inventory forms, work sheets; daily, weekly, monthly logs; time sheets, management reports, studies, intake reports, use of reports, administrative reports, inmate evaluation reports, quarantine reports and work record reports

## 2. Investigative Report

### 1) Definition:

An investigative report is one that documents criminal and non-criminal incidents reported to the department.

This type of report is the workhorse of the agency. It is the report that directly serves the public. It documents both criminal and civil incidents so that further action can be taken, whether it be to solve a crime or help with a civil problem.

### 2) Types of investigative reports:

There are three types of investigative reports.

#### (1) Initial Report

An initial report is the first report that is made in reference to an incident. It is the first time a particular incident is placed into the police reporting system and is the doorway into the criminal justice system. The report is entered into the system with a case number to make it easier to track.

(2) Supplemental Report

A supplemental report is any report made after the initial report that adds to the information in the initial report. A supplemental report may close out, inactivate, conclude or provide additional information to the initial report. It will have the same case number as the initial report.

(3) Affidavit

The sworn affidavit can be either an initial or supplemental report. The affidavit is different in that the writer has sworn before a notary or other official that the information contained in the report is true. It is usually used to take direct testimony from an individual or as a charging document to make an arrest. When it is used to supplement another report, the affidavit will have the same report number as the initial report.

3) Names for reports:

There are many types of report forms that have been created to collect investigative information. Their names vary from department to department. Some names are as follows:

**Examples:**

Incident report, crime report, supplemental report, follow up report, investigative report, clearance report, burglary report, theft report, rape report, arson report, etc...

The names are created to help identify what particular type of information goes on the report form, how it is used or how it is routed. Regardless of the variety of names for reports, they will all fit into one of the above three categories.