

I. REPORTS

A. Introduction

1. A uniformed police officer normally is the first to respond to calls for police service and to incidents brought to the attention of the Department. This generally results in an interview with a victim/complainant or witness to obtain pertinent information. The officer completes the proper report by following the instructions contained in the Incident Reporting Guide (CPD-63.451) when the incident is bona fide.
2. The report provides a record of the preliminary investigation and establishes the basis for follow-up investigation.
3. Illinois Supreme Court Rule 412 regarding discovery in criminal cases permits a defense attorney to obtain relevant written or recorded statements, reports, memoranda containing substantially verbatim reports of oral statements and other documents, notes, photographs or tangible objects which the prosecuting attorney intends to use in a hearing or trial. Additionally, material or information which would be discoverable if in the possession or control of the prosecution and which is in the possession or control of other governmental personnel shall be made available to defense counsel. It is therefore extremely important that reports be objective and completed properly and accurately.

B. Types of Report Forms

1. The Chicago Police Department uses different forms for incidents which require a written report. This system is utilized to reduce the possibility of error, to ensure that all pertinent information is included in the report, and to promote ease and speed in completing and processing reports. These forms allow information which is common to a particular incident or crime category to be entered on the form in the space provided.
2. The following case report formsets are maintained in the Field Reporting Manual/Beat Book:

Hospitalization Case Report (CPD-11.406)  
Lost and Found Case Report (CPD-11.408)  
Missing/Found Person Case Report (CPD-11.407)  
Recovered Vehicle Supplementary Report (CPD-11.409)  
Supplementary Report (CPD-11.411-A)

Vehicle Theft Case Report (CPD-11.412)  
Vehicle Tow Report (CPD-11.413)  
Vice Case Report (CPD-11.414)  
Worthless Document Case Report (CPD-11.415)

3. Additional reports/forms may be maintained in the Field Reporting Manual/Beat Book. The following is a representative listing:

Alcoholic Influence Field Report (CPD-22.117)  
Alcoholic Influence Report (CPD-22.116)  
Animal Bite Information (CPD-34.226)  
Court Appearance Information (CPD-11.552 or CPD-11.553)  
Curfew Violation Report (CPD-24.111)  
Domestic Crime Victim Information (CPD-11.443)  
Field Contact Card (CPD-21.101)  
Information Report (CPD-11.461)

Miscellaneous Incident Exception Report (CPD-11.419)  
Notice to Animal Owner or Keeper (CPD-34.214)  
Police Notice/Abandoned Vehicle (CPD-11.477)  
Private/Public Parking Complaint (CPD-11.478)  
School Absentee Report (CPD-24.116)  
Traffic Accident Report (CPD-22.110)  
Traffic Pursuit Report (CPD-22.958)

4. General Offense Case Reports (CPD-11.380) are issued in book form.

C. Purpose of Reports

Reports are needed to:

1. record the official actions of the Department concerning an incident, including the time the police arrived, the time the assignment was completed and any action taken.
2. furnish necessary information to affected Department members and other authorized agencies to allow for successful completion of investigations.
3. provide data to enable efficient distribution and assignment of personnel.
4. enable supervisors to evaluate work performance and provide direction to subordinates.
5. evaluate law enforcement effectiveness and determine crime conditions.
6. protect the Department and the officer handling the investigation from unwarranted accusations that improper police action was taken or that no service was rendered.
7. act as the basis for crime statistical analyses.
8. record the loss or injury to victims when police service is rendered.
9. respond to court orders and subpoenas in civil and criminal court proceedings.

THE COMMUNICATION OPERATIONS SECTION

- A. Generally, all complaints, incidents, and information requiring action by field personnel will be cleared through the Communication Operations Section. This procedure ensures that:

1. necessary police action is taken.
2. a report is prepared for each bona fide incident.
3. a Records Division number is assigned each case, when appropriate.

NOTE: Verified vice related incidents which require a case report will be reported to the Organized Crime Division's 24 Hour Desk, PAX 0-662 or 0-663, which will assign the Records Division number.

B. Radio assignments, "on-view" investigations, and investigations by desk personnel are not completed until the investigating officer has reported the nature of his assignment and the action taken to the dispatcher.

### III. OFFENSE/CLASSIFICATION AND SELECTION OF REPORT FORM

#### A. Use of Incident Reporting Guide

1. Consult the Incident Reporting Guide to determine the proper report to use.
2. Locate the alphabetical reference in the "Incident" column.
3. Read directly across to the right for the report to be used, the primary and secondary offense/classification, the Illinois Uniform Crime Reporting (I-UCR) offense code number and the statute or ordinance covering the offense.
4. When a sworn member is assigned to investigate and report a bona fide criminal incident for which the Incident Reporting Guide does not supply a specific offense classification and I-UCR offense code number; the following offense classifications and codes will be used:

INCIDENT	OFFENSE CLASSIFICATION AND I-UCR OFFENSE CODE
a. Offense directed against a person . . . .	Primary offense classification . . . . . Other Criminal Offense I-UCR Offense Code . . . . . 5000 Secondary offense classification . . . . . Against Person (Cite Offense)
b. Offense directed against property . . . .	Primary offense classification . . . . . Other Criminal Offense I-UCR Offense Code . . . . . 5001 Secondary offense classification . . . . . Against Property (Cite Offense)

5. Whenever a Department directive prescribes incident-specific offense classifications or I-UCR offense codes which are in conflict with those prescribed by or omitted from the Incident Reporting Guide, the provisions of the Department directive will take precedence.

#### B. Multiple I-UCR Part I Offense Situations Involving More Than One Victim, Occurring at the Same Time.

1. Select the appropriate report for the most serious Part I offense committed, using the following I-UCR classifications:

- a. Homicide (includes murder, voluntary manslaughter and involuntary manslaughter)
- b. Criminal Sexual Assault (includes aggravated criminal sexual assault)
- c. Robbery
- d. Aggravated Battery (includes aggravated assault)
- e. Burglary
- f. Theft
- g. Motor Vehicle Theft
- h. Arson.

2. Include the details of all other offenses in the narrative.

3. Example: Two men break into a warehouse (burglary) and while loading merchandise onto a truck belonging to the warehouse, they are surprised by the night watchman. They render the watchman unconscious with a blunt instrument (robbery and aggravated battery). The men drive away in the stolen truck (motor vehicle theft) with the merchandise (theft). The offenses of burglary, robbery, aggravated battery, theft and motor vehicle theft are involved in this incident. Since the offenses occurred at the same time and the robbery classification appears first in the I-UCR listing before the other offenses involved, the incident would be reported as an armed robbery on a General Offense Case Report. The details of the other offenses would be included in the narrative.

4. Under ordinary circumstances when a single incident involves more than one victim at the same time, complete only one report regardless of the number of victims. In the case of a major disaster (non-criminal), the officer initially assigned will complete a Hospitalization Case Report, and all assisting officers will complete Supplementary Reports, using the same RD number, if multiple victims are involved.

#### C. Multiple I-UCR Part I Offense Situations Occurring at Different Times - Same Offender

1. When incidents do not occur at the same time, even though they were perpetrated by the same offender, complete a report for each incident.

2. Examples:

- a. An automobile is stolen and a short time later it is used as a getaway car in an armed robbery. Since two separate offenses occurred at different times (two distinct offenses), a Vehicle Theft Case Report and a General Offense Case Report would be completed.
- b. Burglaries of separate units of an apartment, residence, office or other building whose clientele is of a permanent nature require a separate report for each unit which is individually owned, leased or rented.
- c. When thefts occur from several cars parked on the public way in the same block during the night, one report is required for each car entered.

### 3. Exceptions to Item III-C-1:

#### a. Hotel Rule

Burglaries of more than one unit in a hotel, rooming house, motel or other similar building where lodging transients is the main business require only one report regardless of the number of units involved in one incident. If numerous offices, all belonging to one person or one company are entered, only one report is required.

#### b. Multiple Thefts

Thefts from or damage to several vehicles parked in an off-street private or public lot require only one report regardless of the number of vehicles involved (one report is used if several articles belonging to different persons are stolen at the same time from one place - i.e., coat check room). If thefts from or damage to several vehicles occur on the street, make one report for each vehicle involved.

#### c. Multiple Offenses (one victim, same offender)

##### (1) I-UCR Part I Offenses

When multiple offenses are committed against the same victim by the same offender or group of offenders in a short period of time, one case report is prepared for the most serious offense and the lesser offenses are included in the narrative of the report.

The beat of occurrence will be the beat where the most serious offense, as indicated by the I-UCR hierarchy, is committed. If, however, the same Part I offense (i.e., criminal sexual assault) is perpetrated more than once upon the same victim at different locations in a short period of time by the same offender or group of offenders, the beat of occurrence recorded will be that beat where the first of the offenses occurred.

##### (2) I-UCR Part II Offenses

In the event multiple offenses are perpetrated upon the same victim by the same offender or group of offenders at different locations in a short period of time (i.e., simple battery), the beat of occurrence recorded will be that beat where the first of the offenses occurred.

#### D. I-UCR Part II Offense Situations Involving More Than One Offense or Victim, Occurring at the Same Time

1. There is no hierarchy rule for Part II offenses. The sequence of events will generally dictate the type of case report required and the classification of the offense.

NOTE: For offenses reported on a Vice Case Report, the secondary classification and applicable I-UCR offense code will generally be determined by the most serious criminal charge to be placed against an arrestee. However, when a narcotics incident involves both delivery and possession of narcotic substances, the secondary classification will be the delivery offense.

#### 2. Examples:

- a. An on-view weapons violation which results in the confiscation of narcotics will be recorded on a General Offense Case Report as a Weapons Violation.
  - b. If during the execution of a Search Warrant for narcotics, a weapon or other contraband is discovered, the incident will be reported on a Vice Case Report as a Narcotics Violation.
3. In both of the above cases, the information regarding the other offense will be included in the narrative section of the case report and a copy of the report directed to the other unit which has functional responsibility.

#### E. Changing the Classification

If a citizen reports an incident which is normally considered a Miscellaneous Incident and upon investigation the incident is found to be a crime, or if upon investigation a reported crime should be classified as another crime (e.g., reported as a robbery but actually was a burglary):

1. prepare the appropriate case report covering the actual crime committed.
2. note the original complaint at the beginning of the narrative section, and
3. notify the dispatcher of the change in classification.

#### F. Reclassification

1. Reclassification of an offense after the preliminary investigation has been concluded and the original case report has been submitted is the responsibility of authorized sworn members of the Bureau of Investigative Services. Decisions to change the classification of a reported offense to another I-UCR offense classification are based upon:

- a. the information recorded on the original case report.
- b. Bureau of Investigative Services' case management review process requirements to maintain strict adherence to the I-UCR offense classification system.
- c. any additional information ascertained as a result of a field or summary investigation.

2. Reclassification of an offense by authorized sworn members of the Bureau of Investigative Services is accomplished by the preparation of:
  - a. a Supplementary Report, or
  - b. the section of a case report designated for exclusive use by Bureau of Investigative Services or Detective Division personnel only when the reclassification rationale is supported by information in the case report.
3. Although sworn members assigned to bureaus other than the Bureau of Investigative Services are NOT authorized to reclassify an offense, such members may recommend that an offense be reclassified by adhering to the following procedures:
  - a. Prepare a Supplementary Report containing in the primary classification box the offense classification of the last previous report ONLY.
  - b. Leave the secondary offense classification box blank and include in the narrative section the suggested revised offense classification and the supportive information to justify this revision.

#### IV. REPORTING SOLICITATIONS, CONSPIRACIES AND ATTEMPTS

- A. Report all Solicitations or Conspiracies to commit an offense on the appropriate case report. Solicitations or conspiracies to commit a violent crime require an I-UCR Code of 5000. Solicitations or conspiracies to commit a property crime require an I-UCR Code of 5001. Check the Incident Reporting Guide for the proper classification and codes of vice related incidents reported on a Vice Case Report.
- B. Report all attempts to commit an offense on the appropriate case report using the primary and secondary classifications and I-UCR Codes specified for the particular offense in the Incident Reporting Guide.

#### V. UNFOUNDED INCIDENTS

- A. Whenever the preliminary investigation of an incident which requires a case report indicates it to be "apparently UNFOUNDED" or not verified, notify the dispatcher that the incident is unfounded. No case report is required.
- B. Whenever you are uncertain as to the authenticity of the crime or incident after conducting the preliminary investigation:
  1. report it as an actual crime, filling in all boxes of the case report.
  2. state only the facts in the narrative and omit any conclusions.
- C. The Miscellaneous Incident Reporting procedure or the Miscellaneous Incident Exception Report WILL NOT be used to report an unfounded complaint of a crime. However, if an officer were assigned to a burglary and in fact discovered a teen-age disturbance, he would use the appropriate alpha-numeric code to report the incident.

#### VI. REPORT COMPLETION

The following instructions will be observed when completing a case report form:

##### A. Additional Copy

Generally, an original and duplicate copy (one formset) is completed for each incident assigned. If a third copy of the report is required for any reason, complete the report in triplicate by using a second identical formset after removing the first sheet, and the Victim Information Notice if applicable. Do not use a white first sheet for an additional copy. A triplicate copy should always be pink. With the exception of the Differential Response---Call-Back Program, a third copy will be completed whenever you are assigned to conduct a preliminary investigation of a bona fide incident/offense occurring in another district.

##### B. Legibility

1. PRINT all information placed on a case report, except the required signature(s) using a black ink ball-point pen.
2. Check to make certain that the duplicate copy of the formset is readable.
3. Any unreadable report will be returned by the approving supervisor and must be reprinted. Errors which are undetected by the supervisor approving a case report, but subsequently are discovered, must be corrected by the submission of a Supplementary Report.
4. Resubmission of reports will be required when original reports that are illegible are detected in the Records Processing Section. The Records Processing Section will not accept carbon or photo copies of reports in lieu of original documents.

##### C. Language

1. Use language which is simple, accurate, clear and concise.
2. Record all descriptions concerning possible offenders as approximations...
3. Record information learned from witnesses as "In summary it was determined from Mr....." or "The facts in essence are.....".
4. Report the foul language of an offender only when it establishes a modus operandi or will lead to the successful conclusion of the investigation, and indicate that the language reported is not a verbatim quotation of the entire conversation of the offender.

#### D. Boxes

1. Complete all boxes of the case report except those where a margin heading allows the entire section to be marked DNA or UNKNOWN.
2. When it is impossible or impractical to supply the information requested, enter one of the following notations in the box(es) which best answers the inquiry:
  - a. DNA (does not apply)
  - b. None
  - c. Refused\*
  - d. Unknown\*
  - e. See Narrative\* (make sure the required information is in fact entered in the narrative portion).

\*NOTE: These three notations will not be used in Offense/Incident type box(es).

3. Do not complete a box of the report by referring to another box or the narrative unless there is insufficient space to enter names of multiple offenders, victims, or witnesses.
4. In some case reports, information regarding the number of offenders and the description of offenders must be filled in the numbered boxes on the upper portion of the case report.
5. Weapons alluded to by the offender, but not displayed, should be described as "possible"... Example: If the offender has his hand in his pocket as though he were holding a gun (victim does not see a gun) and proclaims a holdup, the words "possible gun" should be inserted in the narrative.

#### E. Names

1. Record all names accurately and, whenever possible, verify with printed identification.
2. Print names in full with last name first in FULL CAPITAL LETTERS followed by the first name and middle name in initial caps, e.g., HUBBARD, Elmer Francis or HUBBARD, Elmer F.
  - a. Use the symbol (NMI) to indicate no middle name or initial.
  - b. Use the symbol (IO) following an initial to indicate initials only.
3. Record sex, race code number and age information after victim's or complainant's name, e.g., STEWART, George Leroy, M/2,47.
4. Record sex and race code number after a witnesses' name, e.g., GONZALES, Thomas D. M/4.
5. Record sex, race code number and age after offender's name, e.g., JONES, Susan T. F/3, 14.
6. When reporting:
  - a. the names of companies and corporations, do not state the last name first but report them as commonly known, e.g., SEARS ROEBUCK AND COMPANY.
  - b. an offense wherein the ONLY victim is the "People of the State of Illinois" or the "People of the City of Chicago" (e.g., ULM cases, vice cases, etc.), the arresting officer's name will be entered in the victim/complainant box of the applicable case report.
  - c. an offense directed against property owned by a governmental or public agency, the reporting officer will utilize two NAME boxes when preparing a General Offense Case Report. The first NAME box will identify the governmental/public agency (e.g., City of Chicago, Chicago Board of Education, Chicago Transit Authority). The second NAME box will identify the name of the location of the incident (e.g., 19th Ward Office, Graham School, North Park Garage).
7. If there are insufficient boxes to list all names, print "See Narrative" in the last space provided for the name and list the remaining names, one on a line, in column form in the narrative section of the case report BEFORE beginning the narrative account. Include all information as sequenced on the case report (i.e., name, address, sex, race code number, age information, etc.) for each name appearing in this listing.

#### F. Sex

Use the following abbreviations: M-Male; F-Female.

#### G. Race

1. Use the following numeric identifiers:
  - 1-Black: A person having origins in any of the black racial groups of Africa.
  - 2-White: A person having origins in any of the peoples of Europe, North Africa or the Middle East.
  - 3-Black-Hispanic or 4-White-Hispanic: A person who is black or white and, in addition, is of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.
  - 5-American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
  - 6-Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; this area includes, for example, China, India, Japan, Korea, the Philippine Islands, Samoa, etc.
  - 7-Unknown: A person whose racial and/or ethnic origin is unknown or one who refuses to disclose his racial and/or ethnic origin.

NOTE: 7-Unknown will not be used if the reporting officer is able to observe the complainant, victim or offender to make a judgment.
2. The category which most closely reflects the individual's recognition in the community should be used for purposes of reporting on persons who are of mixed racial and/or ethnic origins. If the individual refuses to answer, it is up to the reporting officer to make a judgment.
3. In the narrative section, indicate a further breakdown when describing suspects or offenders as follows:

- a. If information clearly indicates, use descriptions such as possibly Puerto Rican, possibly Korean, etc.
- b. If less certain, use more general descriptions such as possibly Latin American, possibly Oriental, possibly Eurasian, possibly Polynesian, etc.

#### H. Age/Date of Birth (D.O.B.)

1. In those reports requiring the age of a person, record the estimated or announced age.
  - a. When possible, verify the age of the person with some printed identification.
  - b. When estimating age, use the abbreviation "AP" to indicate that it is an approximation.
2. In those reports requiring the date of birth of a person:
  - a. record the date of birth in FULL, e.g., 18 MAR 41.
  - b. when possible, verify the date of birth with some printed identification.

NOTE: This information is not required but may be included in Miscellaneous Incident Exception Reports.

#### I. Addresses

1. Record the permanent residence of the subject, using the house or building number, the direction (N., S., E., W.), and the name or number of the street. Do not use two street names to identify a location.
2. Words having standard abbreviations such as Street, Avenue, Boulevard, Parkway, etc., may be abbreviated.
3. Include the floor, apartment, suite or room number.
4. Enter the city and state when not Chicago.
5. If the subject has a temporary Chicago residence, record it in the narrative (unless this is asked for separately on the case report).
6. Identify military personnel by their unit designation and the ship, station, or military installation. When applicable, record in the narrative the local address where they can be reached. Social security numbers are used as serial numbers in the military.
7. When no exact street number is available, enter an approximate street number. Print (AP) after the address. Do not use two street names, use a number-name combination.
8. When possible, indicate in the narrative, or appropriate box, the best time and place to contact victims, witnesses, etc. Example: Home - 0800-1600 or Work - 2400-0800.

#### J. Telephone Numbers

Record the number in the conventional manner. Include the extension number when available. Example: 744-4000, Ext. 630; or 1-(703)-640-6131, Ext. 6301.

#### K. Numbers

1. Beat of occurrence - use the current beat map to determine the correct beat of occurrence.
2. Beat/unit assigned - use the correct four (4) digit radio call number (i.e., 0121 = 001 District beat car assigned to Sector 2; 1173 = 011 District squadrol assigned to Sector 3; 5151 = Detective Division Area 1 Property Crimes Unit).

NOTE: Unit designation numbers will NOT be inserted in the "Beat/Unit Assigned" boxes on case or supplementary reports.

3. Generally - when possible, verify from documents all numbers, including vehicle license, vehicle identification, and other serial numbers.

#### L. Time

1. State time using four digits, without punctuation, from 0001 to 2400. The first two digits designate the hour and the second two digits the number of minutes past the hour.
2. Indicate a time span by placing a hyphen between the first and last known times when the exact time of occurrence is unknown. Example: 1700-2030.

#### M. Dates

1. Print dates by giving the number of the day, followed by the first three letters of the month and the last two digits of the year. Example: 1 Jul 85.
2. Indicate a span of dates or times by placing a hyphen between the first and the last dates or times. Example: 1-13 Nov 85, 30 Nov-3 Dec 85, 1500-1700.

#### N. Occupations

1. Record the specific occupation by which the subject ordinarily earns his livelihood. Examples: A presently unemployed bricklayer would be shown as "bricklayer." An official in a bank would be shown as "banker" while a bookkeeper in a bank would be shown as a "bookkeeper."
2. If the subject is retired, so indicate and record his former occupation. Example: Retired Police Officer.
3. Enter "homemaker" for an otherwise unemployed spouse.
4. If the subject is a student, so indicate, including the name of the school.

## O. Lost, Stolen and Recovered Property

1. Describe in detail any item or items lost, stolen or recovered, one to a line in column form, at the end of the narrative. Begin the listing two spaces after the end of the narrative. List individual items, their description, who found each item, when they were found, where found, and what was done to them (including inventory numbers). Include "Operation Identification" number if known.
2. Whenever numbers are included in the description of any item, identify the numbers as MODEL, STOCK, STYLE or SERIAL NUMBERS.
3. Incidents involving lost or stolen property (vehicle theft excepted) are reported on case reports which have special boxes to list the monetary value of each category of property taken, i.e., money, jewelry, furs, clothing, office equipment, T.V., radio, stereo, etc., household goods, consumable goods, firearms, dangerous drugs; except in a loss when there is no intrinsic value involved, in this instance report the loss on a Miscellaneous Incident Exception Report.
  - a. Use the fair market value for articles which are subject to depreciation due to wear and tear, age or other factors causing the value to decrease with use.
  - b. Use the dealer's cost or the cost to the merchant for goods stolen from retail establishments, warehouses, etc. The dollar value should represent the actual cash loss to the victim without any markup or profit added.
  - c. Use the victim's evaluation for items such as jewelry, which do not appreciably change in value with use or age.
  - d. Categories of Property Taken
    - (1) Money-United States Currency (Face Value, Not Collector's Value)
    - (2) Jewelry - and precious metals
    - (3) Furs
    - (4) Clothing
    - (5) Office Equipment - typewriter, adding machine, etc.
    - (6) Television, Radios, Stereo, etc.
    - (7) Household goods (items) - furniture, washer, etc.
    - (8) Consumable goods - liquor, food, cigarettes, etc.
    - (9) Firearms
    - (10) Narcotics, dangerous drugs
    - (11) Other - Miscellaneous items other than 1 through 10.
4. When the victim obviously exaggerates the value of stolen property for insurance or other purposes, use common sense and good judgment in reporting the value of stolen items.
5. Do not report the value of the property if:
  - a. it is a motor vehicle.
  - b. the property has been damaged by criminal attack. Describe the extent of damage in the narrative.
  - c. the property is a document such as a traveler's check, personal check, money order, stock or bond certificate, etc. Describe the document and the amount entered thereon in the narrative.
6. Recovery of property involved in a crime does not clear the crime. Clearance results only from arrest or from exceptional circumstances which terminate the investigation. The decision as to whether a crime has been "cleared" is the responsibility of authorized sworn members of the Bureau of Investigative Services.

## P. Narrative Section

1. If there are multiple names for any box on the report and there are insufficient boxes to list all names, list the remaining names, one on a line in column form, BEFORE beginning the narrative. All descriptions will be given as approximate. Do not refer to victims, witnesses, or offenders by "see box..."
2. Give a detailed description of how the crime was allegedly committed, or the circumstances surrounding the incident, in the body of the narrative. A complete case report will answer the questions "Who? What? When? Where? How? Why?"

NOTE: In addition to completing any applicable notification boxes, when required, enter the name of any agency/person notified (e.g., Water Department/Ms. Smith, Gas Company/Mr. Jones, etc.) in the narrative.

3. Include the name, star/badge or employee number and unit of assignment of all other Department members directly involved in any specific action.
4. If the report is concerned with lost, stolen, or recovered property, describe the item(s) in detail, one to a line in column form, at the end of the narrative. Begin the listing two spaces after the end of the narrative.
5. Reporting officers are to eliminate their conclusions, opinions, feelings and evaluations of witnesses from the narrative portion of the original case report. Conclusions on the part of the report writer, whether based on deduction or personal feelings, should not be made.
6. When necessary, check the "continued on reverse side" box and continue lengthy narratives on the back of the formset. Fold the top page of the formset along the perforation and detach and reinsert the carbon paper in order to maintain the original copy as the top page. Detach part 3, Victim Information Notice, if applicable. If additional space is needed, use another identical formset, complete a sufficient number of boxes at the beginning in order to identify the continuation with the first page, and begin the narrative with: "This is a continuation page...of...pages."
7. When preparing Supplementary Reports where statements (oral or written) by offenders have been taken, the officer will include the following in the narrative:

- the giving of the Miranda Warnings.
- any waivers of the Miranda Warnings.
- the time the statement was taken.
- where the statement was taken (location).
- date the statement was taken.
- who was present during the taking of the statement, including non-Department personnel.

- a. If a person is quoted verbatim in a Supplementary Report, quotation marks should be used and recorded as follows: Joe Brown stated "....."
- b. If the substance of a person's statement is recorded in a Supplementary Report rather than a verbatim transcription, it should be recorded as follows:  
Joe Brown stated in substance that.....

8. If a formal (written) statement is taken, it must also include the following:

- a. who took the statement.
- b. who transcribed or typed the statement.
- c. why the statement was taken.

e.g., "Statement taken from John Smith at 5555 W. Grand Ave., Chicago, Il. on 1 Nov. 85, 1400 hours relative to the incident reported under RD number X000000. Questioned and typed by Det. Joe Brown, Unit 652. Mary Smith, John Smith's wife, present."

9. If a photographic identification of an offender is made, the reporting officer will record the names and I.R. numbers of the suspects whose photographs were shown, on a Supplementary Report. If loose photographs are shown, they are to be inventoried if an identification is made, and the property inventory number recorded on the Supplementary Report. If the identification is made from a photo album, the serial number of the album and the page and the photo number are to be recorded in the Supplementary Report.

10. When preparing case reports involving recovered narcotics, ensure that the Estimated Street Value (ESV) is incorporated in the narrative.

#### Q. Signatures

1. Complete a case report by printing your rank, name and star number. You must also sign the report in the box provided.
2. When the investigation is conducted by two officers, both must sign the report.
3. Signatures of both the reporting officer(s) and the supervisor approving the report indicate that the report is complete and accurate and attests that the completed report has been "proofread."

#### R. Victim Information Notice

1. A Victim Information Notice, when a part of a case report formset, is to be prepared by the preliminary investigator and issued to persons reporting certain incidents and crimes to the Department.
2. This form is designed to convey information which is of concern to most victims of crime and to reduce confusion experienced by victims when attempting to obtain or provide information regarding the incident or crime they have reported.
3. Sworn members completing a Victim Information Notice will:
  - a. ensure that the appropriate information appears in the designated boxes, paying particular attention to include the RD number.
  - b. check the appropriate box to indicate which unit of the Department has follow-up investigative responsibility for the particular incident or crime.
  - c. explain the content of the Notice to the victim when necessary.
  - d. advise the victim to retain the Notice for his personal records and to use the RD number when communicating with the Department regarding the incident or crime.
  - e. normally prepare only one Notice when there are multiple victims. Additional victims, i.e., those not receiving the Victim Information Notice, will be given the required information in the most expeditious manner possible.
  - f. normally not prepare a Notice when the victim is unknown or not on the scene, and the Notice cannot be left with a responsible relative, neighbor or friend of the victim.

### VII. REPORT SUBMISSION

- A. Upon completing a case report, advise the Communication Operations Section dispatcher as to the nature of the assignment and action taken. Whenever the crime or incident classification, the address of occurrence, or the victim's name is different than that originally given by the dispatcher, advise him of the correction. Then return to "duty" status immediately.
- B. Submit completed case reports as soon as possible during your tour of duty. Case reports will be given to your immediate supervisor or, if he is unavailable, to any available field supervisor in your district of assignment. If no field supervisors are available, the reports will be handed in to either the supervisor assigned to conduct the checkoff roll call or to the desk sergeant of the district of occurrence.
- C. Supervisory officers will promptly review, have corrected and approve (by signing in the spaces provided) all case reports before forwarding them for further processing. Reporting officers have not completed their tour of duty until all their reports have been approved by a supervisory officer.
- D. Desk sergeants will process all reports by:
  1. ensuring that each report has an RD number.
  2. verifying that the reports bear a supervisor's signature of approval, or, if not, approving the reports themselves if an appropriate field supervisor is not available and the reports are properly completed.



3. ensuring that completed formset copies are separated, that the original is forwarded via police mail to the Records Processing Section for duplication, and that the duplicate is retained for the district review officer. In the case of reports of preliminary investigations of outside district complaints, they will forward the duplicate copy to the district of occurrence by police mail and retain the triplicate copy.

## II. INFORMATION REPORTS

In addition to reporting incidents to which you have been assigned, you are responsible for reporting information which may require other police action. Information not called for on case reports but which could be of concern to the Department should be reported on an Information Report (CPD-11.461). A member preparing an Information Report will follow the procedures outlined in the General Order entitled "Information Report System." It must be clearly understood, however, that the submission of an Information Report will not relieve the reporting member of compliance with directives which require other reports or police action.

### REPORTING OFFENSES OCCURRING IN OTHER JURISDICTIONS

A. When a citizen reports an offense which has occurred in another jurisdiction, outside of the corporate boundaries of the City of Chicago, Department members will advise the complainant that:

1. the Chicago Police Department cannot investigate offenses which have occurred in other law enforcement jurisdictions, and he should contact the law enforcement agency having jurisdiction and report the information to that agency.
2. the Chicago Police Department will assist complainants by:
  - a. attempting to arrange for the dispatch of a police officer from the law enforcement agency having jurisdiction to receive the information from the complainant. This will be accomplished by point-to-point radio or telephone.
  - b. transporting the complainant, if he is unable to do so himself, to a mutually convenient boundary street, when the complainant is located in a district that is contiguous to the area of the law enforcement agency having jurisdiction, to meet a police officer from that jurisdiction for the purpose of receiving a report.

B. The Chicago Police Department will prepare case/supplementary reports for offenses/incidents which occurred in another jurisdiction, only when:

1. property which was stolen, lost or mislaid outside of Chicago is recovered in Chicago.
  - a. Recovered stolen motor vehicles will be reported on a Vehicle Theft Case Report with an offense classification of "Recovery Foreign."
  - b. Recovered stolen property other than motor vehicles (e.g., semi-trailers, license plates, construction equipment, merchandise, etc.) will be reported on a General Offense Case Report.
  - c. Recovered lost or mislaid property will be reported on a Lost and Found Case Report.
2. Crime Laboratory Division services were rendered in an authorized other jurisdictional investigation. Such services will be reported on a General Offense Case Report.
3. a search warrant has been executed by Department members. Search warrant executions will be reported in accordance with the provisions of the Department directive entitled "Search Warrants."
4. Bureau of Investigative Services operational procedures require the preparation of a case report.
5. the complainant is unwilling or unable to contact the law enforcement agency having jurisdiction and the complaint would ordinarily require the preparation of a case report.
  - a. In such cases, the reporting officer will prepare the appropriate case report and request the assignment of an R.D. number through the dispatcher, even if the incident is unfounded. The "beat of occurrence" will indicate that the crime did not occur within the corporate limits of the City of Chicago. If the incident is apparently unfounded, the reporting officer will enter at the beginning of the narrative: "Apparently UNFOUNDED at the time of preparation of this report. Complainant advised that he should contact the law enforcement agency having jurisdiction."
  - b. In addition, the officer will prepare a third "information" copy which will be sent to the preparing officer's district/unit review officer. The review officer will prepare a brief letter of transmittal, attach the "information copy" of the case report for the attention of the law enforcement agency having jurisdiction and forward both via the U.S. Mail.

NOTE: The third "information" copy will NOT be utilized for reporting recovered vehicles stolen from another jurisdiction.

C. The following beat of occurrence identifiers will be used to indicate that the offense/incident did not occur within the corporate limits of the City of Chicago. The only exception is for Vehicle Theft Case Reports prepared for recovery of motor vehicles stolen outside Chicago, but recovered within Chicago (foreign recoveries). In these instances, the beat of occurrence will be the beat of recovery.

- 3100 - outside the corporate limits of the City of Chicago, but within the State of Illinois.
- 4100 - outside the State of Illinois, but within the United States of America, its district, territories or possessions or any other territory governed, occupied or controlled by the United States of America.
- 5100 - outside the United States of America, its district, territories or possessions or any other territory occupied or controlled by the United States of America.