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CHAPTER 19 – REPORTS

Section 19.00 – Reports

All offenses and incidents brought to the attention of the police department shall have a report completed with a numeric case number assigned for accountability. This includes, but is not limited to incidents of arrest, criminal violations of the law, intelligence information, traffic accidents and incidents of domestic violence. This also includes reports of other incidents as designated by the Chief of Police.

Section 19.01 – Reports to be Approved

All reports must be reviewed and approved by the shift supervisor of the reporting member for accuracy, completeness, proper classification, clearance or to be unfounded according to the standards established by Uniform Crime Reporting.

Section 19.02 – Report Reclassification

A report may be reclassified, unfounded or cleared with approval of the shift supervisor, and shall contain justifying data and name of the member supplying the data.

Section 19.03 – Supplemental Reports

When a reporting officer secures additional information after the original report has been submitted, it shall be reported on the appropriate supplemental form and bear the complaint number assigned to the original report.

Section 19.04 – Timeliness of Reports

All reports must be completed before the end of the officer's tour of duty. Extenuating circumstances may prohibit completion and those instances must be approved by a supervisor. If the officer is on the last work day before days off, reports will not be held and must be completed prior to the end of the shift.

Section 19.05 – Reports to Conform to Missouri Incident Based Reporting System

The Chief of Police has the responsibility to appoint a designee to monitor all reports generated by department members. This is to insure accurate classification according to Missouri State Statutes, federal law, or Raymore city ordinances. This designee is also responsible for approving or disapproving any clearance or unbounding of reports.

Section 19.06 – Disposing of Reports Prohibited

The Chief of Police has the responsibility to appoint a designee to monitor the appropriate disposal of police records based on the schedule prescribed by the Attorney General of the State of Missouri, the Sunshine Law, Missouri State Statutes, federal law, or Raymore city ordinances. No member shall dispose of any report without prior approval of a supervisor.

Section 19.07 – Altering Reports Prohibited

No member shall alter a report after being approved by the Sergeant, unless instructed to do so by a supervisor or commander.

Section 19.08 – Motor Vehicle Accidents

A Missouri Uniform Accident Report form with diagram shall be completed when at least one motor vehicle is involved in an accident on public property, street, or alley, consistent with state law, and all instances involving a DWI. Reports shall be made for accidents on private property involving personal injury, driving under the influence, hit and run, or extensive property damage (over \$500). For private property accidents that do not involve these circumstances, drivers are instructed to exchange information and complete the on-line department form to provide to their insurance company.

Section 19.09 – Accidents Involving Police Vehicles

When city-owned vehicles, either Raymore or any other, are involved in an accident, the regular accident investigation form shall be completed. Accidents involving Raymore police vehicles shall be investigated by the Missouri State Highway Patrol, or agency having jurisdiction if outside the city limits of Raymore.

***Section 19.10 – Tow Reports**

Officers must complete tow reports on all vehicles in which a tow is ordered by a department member, as outlined in CHAPTER 32 - IMPOUNDING VEHICLES.

Section 19.11 – Juvenile Referrals

The arresting officer shall complete a juvenile referral report when a person below the age of seventeen (17) is taken into custody.

Section 19.12 – Arrest Reports

Arrest reports must be completed before the arresting officer ends the tour of duty.

Section 19.13 – Assist Other Agency Reports

When an officer responds outside the City to assist another agency, a report outlining the reason for the response and details of the call must be completed.

Officers assisting other agencies within the City limits shall document the assistance within communications records. In instances where an arrest is made or a crime is reported within our jurisdiction, officers will complete applicable reports.

Section 19.14 – Withholding Information Prohibited

Members shall always exercise candor when providing information to the department, prosecutor, court, or grand jury. Withholding information is strictly prohibited.

Section 19.15 – Officer Responsibility

The first car dispatched to the scene of an incident shall be responsible for conducting the preliminary investigation and completing the required report(s) unless directed otherwise by a supervising officer.