



Las Cruces Police Department
GENERAL ORDERS
ADMINISTRATION VOLUME 1
GO-141 POLICE REPORTS (Less Critical)
Revised 05/10/2013

141 POLICE REPORTS

PURPOSE

This General Order establishes guidelines for police reports. Police reports serve to accurately record police activities, provide necessary information for successful prosecution of criminal cases, and provide input for planning current and future police operations.

POLICY

It is the policy of the Las Cruces Police Department (LCPD) to provide an efficient and effective reporting system.

APPLICABILITY

This General Order applies to all employees. This General Order supersedes all previous versions.

REFERENCES

- CALEA Chapter 82
- NMML ADM.26.06 & ADM.26.12

141.01 REQUIRED REPORTING

A. Reports are generally required for the following:

1. Arrests
2. Felony crimes
3. Misdemeanor and petty misdemeanor crimes
4. Unattended and/or suspicious deaths and suicides
5. All incidents that have resulted in great bodily harm
6. Missing persons/runaways



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7. Mentally ill and/or suicidal person incident
8. Domestic disturbances
9. Traffic crashes occurring on the roadway or on private property when there has been a hit and run, injury, DWI, or reckless driving.
10. All uses of force
11. Collection of any evidence
12. When directed to do so by a supervisor
13. When the officer believes a report is necessary

B. Reports are generally not required for the following incidents:

1. Civil matters
2. Private property motor vehicle crashes unless the crash involves one of the following:
 - a. Injuries as a result of the crash
 - b. DWI
 - c. Hit and Run
 - d. Reckless driving

141.02 ACCURACY AND THOROUGHNESS

- A. Reports shall include all pertinent information and be submitted in the correct form. Employees shall not remove, tamper with, or withhold evidence or information in any police report or omit information pertinent to the incident. A police report must be factual, accurate, logical, clear, concise, complete, and unbiased.
- B. Reports shall use the first-person narrative form with the exception of crash reports. The facts of the report shall be organized chronologically, and all reports shall be prepared objectively, stating only the facts. If there is a specific reason for including the officer's opinion, the statement shall be clearly labeled as his/her opinion. An



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effective police report answers the questions of who, what, when, where, how, and why.

- C. If a report requires additional information or does not adequately describe the incident, the reporting officer shall prepare a supplemental report. Supplemental reports shall be completed when additional information becomes available concerning a previously reported case. Supplemental reports are not required if corrections to the initial report involve only spelling or grammatical errors. Supplemental reports shall use the first-person narrative form.
- D. Detectives shall submit supplemental reports to document police action and investigative progress on a case.

141.03 SUBMISSION OF REPORTS

- A. All reports shall be correctly and completely submitted and/or called in prior to an employee ending his/her tour of duty, unless at the direction of a supervisor. When calling in and dictating a report, the reporting officer shall use the format outlined on the Las Cruces Police Department Offense/Incident Report and include all required sections and codes.
- B. The use of cordless or cellular telephones to call in a report is prohibited due to security issues and poor audio quality. When calling in reports speak clearly and at a normal conversational tone and speed. Keep background noise to a minimum. Spell names, unusual streets, and words. Include people, property and vehicle information. Include all pertinent information as briefly as possible.
- C. Reports such as homicides, sexual assaults, child abuse, suicides, fatalities and any incident that contains information that may hinder an investigation should the information be released to the public shall be properly labeled as “media sensitive”. Critical information and details regarding an incident shall be called in as a supplement report, with only basic details of the incident included in the primary report.
- D. Reports involving victims who are vulnerable should be identified as such when completing and/or calling in reports.
- E. Reports shall be properly labeled as priority or non-priority reports.
 - 1. Priority reports include, but are not limited to:
 - a. Felony crimes



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- b. Arrests
 - c. Use of force
 - d. Domestic Abuse
 - e. Deaths
 - f. Incidents involving great bodily harm
 - g. Missing Person/Runaway
 - h. As directed by a supervisor
- F. Documents and evidence generated during the course of an employee's tour of duty shall be submitted as appropriate, prior to an employee ending his/her tour of duty, unless at the discretion of a supervisor.

141.04 REPORT REVIEW

- A. All reports shall be reviewed by the reporting officer within 10 days of being made and prior to being submitted to his/her supervisor for final approval.
- B. Supervisors shall review the reports of all subordinates within fifteen (15) days after submission for final approval. Reports with spelling and/or grammatical errors shall be returned for corrections. Contextual errors require that the reporting officer make a supplement report as outlined in section 141.07.
- C. All reports shall be reviewed by the Records Unit for classification under the Federal Bureau of Investigation Uniform Crime Reporting classes.
- D. All felony crime reports shall be reviewed by the Criminal Investigations Section (CIS) for solvability factors, assignment, and distribution to other agencies. Reports may be forwarded to other sections and units as necessary. Others sections and units are required to review reports necessary to accomplish their assignment.
- E. Authorized employees may search for and review reports as required to accomplish their assignments.



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141.05 ASSIGNING CASE NUMBERS

A unique sequential number is assigned by the Mesilla Valley Regional Dispatch Authority (MVRDA) to every incident assigned to LCPD. The incident number is generated by the Computer Aided Dispatch (CAD) software. If an officer is going to make a report, the CAD software interfaces with the LCPD records management system (RMS) and assigns a unique, department specific, sequential case number to the incident. The case number is formatted as LCPDYYYYXXXXX where LCPD represents that the case number is for an LCPD incident, YYYY represents the current year the report was taken, and XXXXXX represents a sequential number 00001 through 99999. A sample case number from 2013 would be LCPD201312345.

141.06 REQUESTING SOCIAL SECURITY NUMBER

- A. The Federal Privacy Act of 1974 requires that prior to requesting a person's social security number (SSN), that person must be told that:
 - 1. Providing their SSN to the employee is voluntary not mandatory.
 - 2. The purpose which the SSN will be used.
- B. Therefore, persons who are charged criminally or cited for a traffic violation for which the officer can use the person's SSN, the person should be told that:
 - 1. The SSN is used to ensure accurate record keeping for administrative purposes
 - 2. Providing their SSN is voluntary
- C. No enforcement action shall be taken against any person who refuses to provide their SSN.
- D. SSNs shall not be included in any narrative of any report which may be released to the public.

141.07 ALTERATION OF ORIGINAL REPORTS

Original incident reports shall not be altered. Any changes must be made in a supplement report. Only grammatical and spelling error changes can be made to the original report prior to final approval.