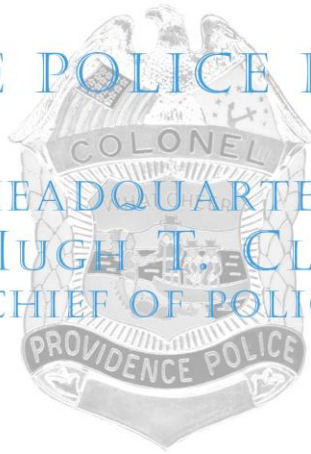


PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS
COLONEL HUGH T. CLEMENTS, JR.
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	320.01	7/5/2022	7/6/2022
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Field Reporting		7/12/21; 6/8/2020; 3/1/2019; 5/6/2018; 3/17/17; 6/13/2014; Supersedes: G.O #12 Series 2004; G.O #38 Series 2002; G.O #13 Series 2000; G.O #10 Series 2001; Memorandum #1, Series 2006	
REFERENCE		RE-EVALUATION DATE	
CALEA 1.2.5(a); 82.2.1 - 82.2.3; 83.2.6		5/6/2025	
SUBJECT AREA		DISTRIBUTION	
Law Enforcement Operations		All Personnel	

PURPOSE

The purpose of this policy is to establish procedures to ensure that Providence Police Department personnel submit complete and accurate field reports within stipulated time frames.

POLICY

It is the policy of this Department to continually strive to maximize its effectiveness in serving the community and preventing, detecting, and investigating criminal activity. Additionally, outside agencies and the public-at-large rely on the Department to provide them with accurate and timely field report information. The Department hereby establishes the following procedures pertaining to the field reporting process and officer responsibilities.

DISCUSSION

The Department utilizes two independent electronic reporting systems for the input, storage and retrieval of field reports: the RI Crash Reporting System (RICRS), which is used for the reporting of motor vehicle accidents; and the Aegis™ Mobile/Records System (Aegis), which is used for the reporting of all other incidents. A unique case number is generated by the Aegis CAD System as internal or external calls for service are received by complaint desk personnel and/or dispatchers located at the Public

Safety Communications Center (PSCC) and entered into the system. Personnel are to only use the unique case number generated by the Aegis CAD System whenever entering a field report in either electronic reporting system.

Department audits of field reports entered into Aegis have found that the majority of data entry errors can be divided into six categories:

- 1) Offenses: Data fields pertaining to offenses have been found to contain either erroneous or no information at all. Care must be exercised to select the proper offense from the drop-down menu during the report entry process. Offenses must be selected for all reports, including those reports that are forwarded to the Investigative Division. Offenses must also be listed in the narrative. Furthermore, when an offense designation within a field report that was previously entered into Aegis needs to be amended for good cause, the appropriate change must be reflected under the "Offense" tab and must be accompanied by a supplemental narrative which contains information regarding the original offense, the amended offense, and the reason for the change.
- 2) Victims: The majority of errors consist of information missing from data fields related to the victim's personal information and contact information. Officers should be cognizant of the importance of entering accurate contact information into the appropriate fields. Another common error occurs when "Person Reporting" is erroneously selected from the drop-down menu, instead of "Victim".
- 3) Property: All property/evidence coming into the possession of members of the Providence Police Department in the official course of their respective duties shall be logged into the Aegis™ Mobile/Records System by the seizing officer (i.e. the sworn member of the Providence Police Department who impounds the evidence and initiates the chain-of-custody) via an incident report, regardless of whether or not the property was stolen, lost, vandalized, etc. The appropriate information must be entered into the data fields within the "Property" tab, and the report narrative must also contain an accurate description of property.
- 4) Weapons: For incidents which involve weapons, the appropriate information must be entered into the data fields under the "Weapons" tab. For simple assault incidents, the "Hands/Fists/Feet" option must be selected from the drop-down menu whenever a person is punched, slapped, kicked, etc. The field report narrative must also contain an accurate description of the weapon.
- 5) Narratives: The field report must contain:
 - a) The criminal and/or civil offenses allegedly committed during the incident.
 - b) A description of the incident, including the elements of the offense(s) involved.
 - c) The name, address, date of birth, and contact information for any suspect, witness, or complainant.

- d) Information related to any property, evidence, or weapons involved.
 - e) The identity of any Department member having had a role in the investigation/handling of the incident, and a description of that role.
- 6) Arrests: The arrest data fields must be completed whenever an arrest occurs. The arrestee's personal information as well as the actual arrest charges must be entered into the appropriate fields. Note that the arrest charges may differ from the offenses selected due to factors such as the nature or quality of the evidence or the lack of cooperation on the part of the victim. However, for reports that are forwarded to the Investigative Division, the fields pertaining to the arrest charges must be left blank.

Eliminating these errors will yield more accurate crime data, which when processed through COMPSTAT will yield improved statistical information and result in an increase in the overall effectiveness of the Department and its ability to address and prevent future criminal activity.

Although no audit data currently exists for reports entered into the RI Crash Reporting System (RICRS), the accurate and timely entering of accident reports is also required.

For the purpose of this General Order, the following definitions shall apply:

Field Report: Commonly referred to as a "police report", the term "field report" refers to a report created by Department personnel which corresponds to an incident which has occurred within the City of Providence.

Data Field: A pre-determined area in a field reporting system that allows for the entry of a specific form of data.

PROCEDURE

I. REPORTING REQUIREMENTS

- A. At a minimum, field reports are to be completed for any of the following incidents:
 - 1. A citizen report of a crime.
 - 2. A citizen complaint (civil or criminal).
 - 3. A citizen request for services when a sworn member is dispatched and assigned to investigate or is assigned to take action at a later time.
 - 4. A criminal or non-criminal case initiated by sworn personnel.
 - 5. An incident involving an arrest.

6. An incident involving a traffic summons that falls under the jurisdiction of the District court.
7. A fire of any kind.
8. A workplace-related incident involving serious injury or death.
9. A vehicle collision.
 - a. Personnel who process a traffic collision scene shall prepare a report that, at a minimum, includes the following information:
 - i. The date and time of the collision.
 - ii. The location of the collision.
 - iii. The names of the persons involved in the collision.
 - iv. Actions taken at the scene of the collision, including whether or not photographs and/or measurements were taken.
 - v. The physical evidence recovered.
 - vi. The case file reference number.
 - b. For vehicle collisions that do not involve City vehicles and that occur on private property where there is no report of injuries or no indication that a criminal offense has occurred, neither the generation of a report number nor the preparation of a report by an officer shall be required. Under these circumstances:
 - i. For any such calls for service received, the parties shall be advised to exchange information with each other, and shall be directed to the proper webpage on the Department website in order to complete the appropriate reporting form, and an officer shall not be dispatched to the scene.
 - ii. For self-initiated calls for service, officers shall likewise advise the parties to exchange information, and shall direct the parties to the appropriate Department website for reporting purposes.
10. A sudden death.
11. An animal bite on persons, or when a domestic animal is seriously injured or killed.

12. Found property not traced to a previous case.
 13. An emergency committal by a Department member.
 14. The detention of a suspicious person (no charges).
 15. Any incident involving reportable use of force by agency personnel.
 16. An arrest of persons on bench (capias) warrants or another agency's warrant.
 17. Any other event in which a supervisor directs a subordinate to complete a report.
- B. At a minimum, field reports shall contain accurate data for all required data fields and any data fields for which the data exists.
- C. At a minimum, the following information, and any resulting findings or actions taken, is required to be entered into the appropriate electronic reporting system (narrative sections and data field sections, if such data fields exist) whenever Department personnel create a field report, as circumstances shall dictate:
1. The suspect was searched for weapons/contraband.
 2. The suspect was handcuffed; handcuffs were checked for fit and double-locked.
 3. A search incident to arrest was performed.
 4. The suspect was checked NCIC and Local.
 5. A warrant was confirmed with the Originating Agency.
 6. The following evidence was seized and (... turned over to; placed in the narcotics safe; placed in evidence locker #..., etc.).
 7. Consent to search was given by...; a signed Department consent form was obtained from....
 8. The rear seat of the prisoner transport vehicle was searched immediately prior to the suspect entering and immediately after the suspect was removed.
 9. The prisoner was seat belted during transport.
 10. The suspect was advised of rights; a rights form executed; the suspect waived rights.

11. The manner in which suspect was identified (show-up; line-up; flash sheet; personal knowledge; etc.)
12. The probable cause for arrest and any other information supporting the arrest charges.
13. The identity of the supervisor who was notified of the incident and/or responded to the incident.
14. Any information pertaining to the use of force by a suspect and/or by Department personnel.
15. The Division/Bureau to which the case was turned-over.
16. The police vehicle was inspected prior to the detention of the suspect and subsequently examined upon the removal of the suspect from the transport vehicle/prior to him/her entering a cellblock.
17. A custodial search was conducted of the suspect on the scene prior to transport for contraband and/or weapons. Thereby, eliminating any assumption that a search was conducted by someone else, preserving evidence and ensuring the safety of others.

II. REPORT SUBMISSION

- A. Prior to the completion of their tour of duty, Department personnel shall:
 1. Electronically file all field reports completely and accurately via the Mobile Reporting application of the Aegis Records Management System. Members of the Investigative Division and Supervisors are authorized to complete any reports within the Records application of the Aegis Records Management System.
 2. Ensure that any UCR Part I crime reports and/or any reports that require being turned over to the Investigative Division for immediate investigation are completed as soon as possible after the officer clears the scene of the incident. That all necessary associated forms and statements are completed accurately. Department forms and statements include, but are not limited to:
 - a. Witness statements.
 - b. Property forms.
 - c. Dennison tags.
 - d. Seizure reports.

- e. DV/SA forms.
 - f. Crime scene entry sheets.
 - g. Consent forms.
 - h. Waiver forms.
 - i. Copies of summonses.
 - j. Missing persons forms.
3. Ensure that all field reports and any associated forms and/or documentation are forwarded to their proper locations electronically in Aegis or physically, as applicable and whenever required by Department polices/procedures; including but not limited to:
- a. Hit & Run traffic accident documentation.
 - b. Domestic Violence/Sexual Assault documentation.
 - c. Adult arrest folders.
 - d. Narcotics arrest folders.
 - e. Juvenile arrest folders.
4. Ensure that accurate data is gathered during the preliminary investigative process and generated throughout the data entry process, and confirm that each report entered electronically produces an errorless audit.
5. Ensure that they notify their immediate supervisor and the Information Technologies (IT) Department of any entered Aegis or RICRS reports that cannot be detected in the system.
- B. Prior to the completion of their tour of duty, immediate supervisors shall be responsible for reviewing and approving all reports involving or suspected of involving Uniform Crime Reporting (UCR) Part I crimes that are entered into Aegis or RICRS by the personnel under their span of control.
1. The Federal Bureau of Investigation (FBI) has designated the following offenses as UCR Part I crimes:
- a. Homicide.
 - b. Forcible Rape.

- c. Robbery.
 - d. Aggravated Assault.
 - e. Burglary/Breaking & Entering.
 - f. Larceny/Theft.
 - g. Motor Vehicle Theft.
 - h. Arson.
- C. All reports pertaining to the commission of UCR Part I crimes shall only be entered into Aegis and/or RICRS from one of the network-wired computer terminals located at Central Station.
- D. Prior to the completion of their tour of duty, Desk Sergeants shall be responsible for reviewing, ensuring the accuracy and completeness of, and approving, all reports entered into Aegis or RICRS by the civilian personnel under their span of control.
- a. All reports requiring “merging” into Aegis shall be reviewed by the Desk Sergeant for accuracy and completeness prior to his/her performing the “merge” process.
- E. If a supervisor cannot approve and/or “merge” a report, he or she shall immediately contact the report author for corrective action.

III. INVESTIGATIVE DIVISION RESPONSIBILITIES

- A. Members of the Investigative Division shall ensure that:
- 1. Offense information and arrest charges are accurately entered into the Aegis system.
 - 2. Any required amendments or supplements to reports residing within Aegis are completely and accurately entered prior to case closure.
 - 3. Each amended report produces an errorless audit.
- B. Detective Sergeants shall be responsible for reviewing all reports pertaining to cases belonging to the personnel under their span of control and for ensuring that the reports are complete and accurate.
- C. Investigative Division personnel shall be responsible for ensuring that all offenses that are amended are immediately changed electronically in the appropriate Aegis offense fields.

1. A supplemental narrative containing information regarding the original offenses, the amended offenses, and the reasons for the changes shall also be created at the time of the amendment.

IV. I.T. BUREAU RESPONSIBILITIES

- A. The I.T. Bureau shall be responsible for ensuring that all issues involving field reports suspected or known to have been improperly transmitted or lost through the network/reporting systems are resolved within twenty-four (24) hours of notification.

V. PROVISIONS

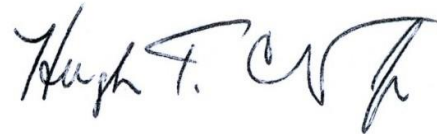
- A. The Officers-In-Charge of their respective Bureaus shall be ultimately responsible for ensuring that the policies and procedures stated in this directive are followed by the personnel under their command.

APPROVED:



STEVEN M. PARÉ
COMMISSIONER
DEPARTMENT OF PUBLIC SAFETY

APPROVED:



HUGH T. CLEMENTS, JR.
COLONEL
CHIEF OF POLICE