

Wayne County Sheriff's Office

Training Brief 1-6

Case Reports

Purpose: The Probationary officer shall be able to determine when a case report is required and what needs to be in a case report.

A. Case Reports

1. Case reports shall be filed by officers for the following cases:
 - a. Any custodial arrest or misdemeanor citation.
 - b. Any active ongoing criminal investigation.
 - c. Any case involving loss of property (i.e. burglary, mischief, theft, leaving the scene of an accident, missing persons, runaway juvenile) or serious or fatal traffic crash.
 - d. Any case that the officer feels needs documentation.
 - e. Officer Safety issues
 - f. Information cases
 - g. Problematic residences or persons
 - h. Missing persons
 - i. Vehicle theft
 - j. Leaving the scene of an accident or an O.W.I. accident
 - k. Stolen License Plate
 - l. Harassment
 - m. Vandalism
 - n. Thefts
 - o. Any incident involving a death
2. Supplemental reports should be completed by officers when the:
 - a. are involved in a case that involves a custodial arrest
 - b. are involved in a case that could lead to the officer testifying in court
 - c. observe facts relevant to a case that is not already documented in the case
3. Case report structure
 - a. Date of report**
 1. Is when the incident is reported
 2. When dispatched to a call
 3. The time of a traffic stop
 4. Time of a self-initiated call
 - b. Incident start date**
 1. Time of the traffic stop
 2. Burglary: when did they leave the house?
 3. Mischief: when was the last time they noticed there was no damage
 4. The time of the crash

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- c. **Incident end date**
 - 1. Burglary: when was the burglary found
 - 2. Mischief: when was the damaged noticed
 - 3. OWI: when you received the test results.
 - 4. Warrant arrest: time of arrest
 - 5. Miscellaneous: When they noticed the incident
- d. Categories: Make sure that all blocks are completed for each section
 - 1. Descriptions: weight, height, eye color, hair color, date of birth, social security numbers, driver's license number, first/middle/last names, telephone numbers, hair style, and any other information deemed important.
 - 2. Vehicles: Make sure to add owner's name, address and telephone number.
- e. **First paragraph:** Date, time, location, names of responding officers, and a brief description of the call for service.
- f. **Second paragraph:** Name of the complainant, the relationship of the complainant with the other participants, the complainant's statement, and describe any injuries or damages sustained by the complainant.
- g. **Third paragraph:** Suspect's name, the suspect's statements, and any injuries or damages sustained by the suspect.
- h. **Fourth paragraph** (if applicable): Name of any witnesses, their relationship with the complainant or suspect, their location at the time of the incident, and their witness statements.
- i. **Fifth paragraph:** Evaluation process of the incident. A description of any independent evidence that corroborates which party is being truthful.
- j. **Final paragraph:** Describe the decision-making process of the incident. This is the officer's determination to arrest, not arrest, request a warrant, a case report only, and no action will be taken.
- k. If any pictures are taken, a photo log must be included in the report. This includes pictures of evidence (which is required).
- l. If you arrest a juvenile, you must include the name of the juvenile's school.
- m. If you are documenting an incident for a seizure of firearms under the Jake Laird Law, you must document the suspect's history (including but not limited to RMS/CAD/JMS and Odyssey) that would support the allegations that he is a dangerous person.
- n. All reports should be in third person, chronological order, and detailed.

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B. Probable Cause affidavits.

1. Probable Cause Affidavits are found on the Sheriff's Intranet Page under "Forms".
2. See attached memo from the Prosecutor's office regarding what they want included in a Probable Cause Affidavit and examples of how to complete a Probable Cause Affidavit.

Probationary officer's signature and unit number

Date

FTO's Signature and unit number

Date