Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date: June 1, 2015		APD.SOP.3060 Reports and Report Writing

Applicable To: Sworn employees and dispatchers

Approval Authority: Chief George N. Turner

Signature: Signed by GNT   Date Signed: 5/29/15

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1.   PURPOSE

This directive establishes guidelines for reporting crimes, arrests, and other events of importance to the Police Department.

2.   POLICY

The Department uses a system of reports to document crimes, arrests, and other matters. The functions served by these reports are guiding and documenting the investigation and actions of officers at the scene of crimes and certain other incidents; the official communication between the reporting officer and the follow-up investigator, prosecutor, property clerk, or other interested party; the official memory of the Department, available for later reference; documenting the follow-up investigation, the disposition of the case, the handling of property and evidence and other procedures, and linking this action with the original incident report; the basis for crime analysis, both for deployment of patrol officers and for the investigation of cases; and the basis for reporting Uniform Crime Reporting (UCR) statistics to the FBI.

3.   RESPONSIBILITIES

3.1   Division commanders will monitor the implementation of this directive.

3.2   Zone commanders will implement this directive in their commands.

3.3   Watch commanders shall ensure that complete and accurate reports are turned in by the end of officers' shift unless other wised approved by his or her supervisor.

3.4   Officers and investigators shall be responsible for completing and submitting all their necessary reports and documentation prior to the end of his or her workday. Any exception to the aforementioned must be granted by his or her supervisor.

3.5   Communications supervisors will modify the CAD record at the request of the zone watch commander.

3.6   Communications will ensure that stolen vehicle lookouts are broadcasted in a timely manner.

3.7   GCIG Operator will place stolen vehicles on G.C.I.C. no later than one-hour after the incident report is completed and received within the unit.

3.8   Central Records will remove all stolen and or recovered motor vehicles from G.C.I.C. and notify the reporting party in accordance with this written directive.

4.   ACTION

4.1   General Guidelines

4.1.1   A crime or other incident which comes to the attention of the Department is ordinarily handled first by a patrol officer. The officer conducts a preliminary investigation, including interviews with the complainant and other witnesses, to obtain who, what, why, where, when, and how of the incident. The results of the investigation and officer's actions are described in an incident report; this report is the basis of the Department's official knowledge of the incident and any subsequent action.

        1.   The officer assigned by the dispatcher to a call is responsible for the preliminary investigation and for making any necessary reports unless otherwise directed by a supervisor. The officer will use the incident report, supplementary incident report, property/evidence inventory, vehicle impound report, and so forth, as needed. Officers must keep a supply of these forms. All reports must be satisfactorily completed and submitted.

        2.   If possible, each report will be written using ICIS. Otherwise, the report must be printed legibly in black ink and reports and other documents may be signed using blue ink.

        3.   Use the incident report as an aid to the preliminary investigation. For handwritten reports, ask questions in the order in which items appear on the form, generally from left to right and from top to bottom. Except where circumstances clearly indicate otherwise, all blocks and spaces on the form should be completed with the required information. If a block or space is not applicable, draw a line through it. This procedure simplifies the writing task and reduces the chance that important information will be omitted.

        4.   The proper format for the name of a victim, witness, or arrestee is LAST, first, middle. Always print the last name in all capital letters. All proper names, including the names of businesses, must be spelled out in full.

a. In names with compound surnames, including some Hispanic names, the subject may be listed under two or more different surnames. For example:

Subject's name	Proper format
Jose Rodriguez-Gonzalez	RODRIGUEZ-GONZALEZ, Jose
Jose Rodriguez Gonzalez	RODRIGUEZ GONZALEZ, Jose
Jose Rodriguez y Gonzalez	RODRIGUEZ Y GONZALEZ, Jose

In all three cases, the name Jose Rodriguez and Jose Gonzalez should be considered aliases.

b. In some names, it may be hard to identify the surname. The different names should be treated as aliases. For example:

Subject's name	Proper format
Donald Lee Nai	NAI, Donald Lee
LEE, Donald Nai	
DONALD, Lee Nai	

5. All reports (incident report, supplementary incident report, property/evidence inventory, vehicle impound report, clear-up report, and change of status report must have incident numbers. When adding information regarding an earlier reported crime or incident be sure that the supplement, property/evidence inventory, vehicle impound report, or other report carries the same incident number as the original incident report. Never use an incident number from another jurisdiction except when referencing it in the narrative. It must be referenced in the narrative if another agency case number is associated with the report.

6. When reporting a victim's or other person's telephone number, specify the area code. Email address should be obtained and documented for follow up communication with the involved parties.

7. Always record locations accurately, including the beat. The apartment, suite, or room number and the quadrant (NE, NW, SE, and SW) are integral parts of the address. If the officer does not know the beat, he or she will verify it with the Communications dispatcher. Ensure that correct incident locations are used if the incident occurred at a different location than where you were dispatched.

8. In handwritten reports do not crowd the narrative field with text. Use a supplement, if necessary, to outline the essentials of the incident and the elements of the crime.

9. When using more than one page, in handwritten reports, the officer should number the pages, such as 1of 2 and 2 of 2, to keep them in order and provide for easy reference.

10. All reports must comply with the provisions of the Uniform Crime Reporting guideline, as administered by the Central Records Unit.

4.1.2   Special Considerations for Stolen Vehicle Reports

1.   When the reporting person is unable to provide a tag or identification number during the preliminary investigation, the investigating officer will take the report with the limited information provided, provide the reporting person the case number and informed the reporting person that the vehicle cannot be placed on the system until tag and or VIN information can be verified. Once the missing information is provided, the victim shall be directed to contact the officer's precinct to have a supplemental report completed. The officer completing the supplemental report shall be required to contact Central Records and have the vehicle added to the system.

2.   After the preliminary investigation and the incident report are completed, the reporting officer or investigator will contact the GCIC Unit Operator to verify the tag and vehicle identification number. The investigating officer or investigator will provide the Communications dispatcher with a lookout i.e., makes, model, year, tag, vehicle identification number, last known direction of travel, and the date of the theft as well as any other pertinent information.

3.   The investigating officer will submit the completed incident report to his or her supervisor as soon as possible but no later than by the end of their tour of duty for the purpose of review, approval, and forwarding to Central Records.

4.   The investigating officer shall call Central Records and have the vehicle added to the system. The officer must note in his or her narrative the time her or she contacted the Central Records Unit and the name of the person they spoke with at Central Records.

4.1.3   Reporting by an Off-duty Officer

1.   Off-duty officers employed by a private employer will respond to reported and witnessed incidents and will be responsible for the completion and turning in of required reports by the end of their tour of duty. The officer will conduct a thorough investigation and preserve and collect evidence relative to the incident. When the investigation would require the officer to leave the scene of the outside employment, or when a vehicle accident occurs, the officer will request that an on-duty unit be dispatched to the scene to handle the incident.

2.   The off-duty officer shall complete his or her report on Incident Crime Information System (ICIS) or take the incident report and other documentation to a supervisor in the zone of the extra job to be approved and signed.

3.   The on-duty officer responding to the request from an officer who is off-duty will then be responsible for conducting a thorough investigation and will assume responsibility for completing and turning in necessary reports related to the incident.

4.   Zone supervisors shall notify the FOD Administrative Office when an off-duty officer constantly fails to timely complete reports and other required documentation from an extra job. Once notified, the FOD commander will review the officer's extra job request or forward the notice to the command of the officer's permanent duty assignment for action.

4.1.4   Reporting by a Private Security Guard

When an officer responds to calls for service from private security personnel, the officer will be responsible for completing and turning in reports, interviewing witnesses, collecting evidence,

and will treat the reporting private security person as a witness or reporting person for reporting purposes.

4.1.5   Supervisory Review

1.   Each report submitted by an officer or investigator must be reviewed and approved by the officer's supervisor. This procedure is intended to ensure that reports are complete and legible when submitted to Central Records and to provide another opportunity for the supervisor to review the daily activities of the officer or investigator. Supervisors are responsible for having all incident reports submitted to Central Records. All missing person reports will be collected or reviewed electronically, approved by the supervisor and submitted to the Central Records GCIC Unit within one (1) hour of the incident.

2.   The incident report, although primarily used to record information, can be used as an investigative tool by the police officer. The report is formatted to serve as a guide or an outline to follow when conducting an initial investigation. The report can help the officer develop those facts he or she knows to be important.

4.1.6   When to Make a Report

1.   All crimes reported to or witnessed by sworn personnel; including all situations of family violence.

2.   All physical arrests, including traffic arrests.

3.   All copy-of-charges arrests, except minor traffic violations.

4.   All juvenile situations, whether an arrest was made, or the juvenile was turned over to the parent or guardian; including, any incident involving a child's welfare or removal from the custody of a parent or guardian.

5.   All significant events in a follow-up investigation.

6.   All situations resulting in damage, loss, or theft of City property.

7.   All deaths whether natural, accidental, traffic-related, suicidal, criminal, or due to unknown causes. Also, suicide attempts.

8.   All situations resulting in injury, including an injury to an on-duty employee.

9.   All incidents of a firearm discharge or use of force by a Department employee.

10.   Incidents of lost or damaged property reported to an officer by a citizen.

11.   In all cases where it is not clear if a report is needed.

12.   Any incident or circumstances that the officer believes should be documented for future reference.

13.   Any vehicle pursuit (in accordance with APD.SOP.3050, "pursuit Policy").

14.   When directed by his or her supervisor.

4.1.7   When to Make a Supplemental Report

1.   If an arrest occurs or property is recovered after an initial report is completed, a supplemental offense must be completed by the reporting officer.

2.   When an arrest is made or when property is added or recovered after the initial incident, a supplemental offense report must be completed using the original complaint number. A suffix number is automatically generated for the subsequent number of reports.

3.   If an arrest is made out of jurisdiction, the affiant (officer or investigator who swore out the warrant) will complete the supplemental offense report as soon as possible.

4.2   Preparing Handwritten Incident Reports

4.2.1   Coded Responses

The blocks in the incident report that are marked with asterisks (*) provide for pre-coded information. The codes are designed to standardize officers' responses on items which are important for crime analysis. Use of the codes will make it easier to link related incidents and to establish patterns. In a situation where the codes do not provide an adequate response, use the code for "other" and describe the situation further in the narrative. In many cases the code will not fully describe the situation; the officer should use the narrative and appropriate blocks to fully describe the situation.

4.2.2   The Incident Report (form APD-001) is divided into ten parts. Each of the ten parts will be explained separately on the following pages, and in sequence, sections 4.2.3 through 4.2.12. Following these instructions is a copy of the incident report. The blocks on the incident report are numbered and the instructions for each part correspond to the numbers on the report form.

1.   All ten parts may not apply to every incident. Complete only the parts containing data relevant to the incident.

2.   Whenever a report is completed, review it for legibility and completeness.

a.   Ensure that the incident number is at the top of each page.

b.   Ensure that each page is numbered on the front side, at the top right corner, and pages are in sequence.

c.   If a page, section, or block is not applicable, draw a line through it or enter N/A for "not applicable." This procedure simplifies the writing task and reduces the chance that important information will be omitted.

3.   When using multiple sheets of form APD-001, always write the incident number and page number at the top of each one. On the second and following sheets, use only those parts required for the additional victims, arrestees, etc. In such instances, it is not necessary to complete the general incident data.

4.   When using form APD-001 to report a later arrest, enter the original incident number in block 1 and the date of this supplement in block 2. Write "SUPPLEMENTARY REPORT" in block 9. Draw a diagonal line through the other parts of the front and use the back to report on the arrestee.

4.2.3   Incident Data

"PAGE" and "OF": After arranging the forms, number each page in sequence. Pages are numbered in sequence counting front and back as one page. Enter the page number in the "PAGE" box. The total number of pages in the original report is entered in the "Of" box.

Item # Instructions:

1.   INCIDENT / CICA No.: Enter the nine-digit number given over the police radio. All reports must have an "Incident" number. The Incident number is a nine-digit number uniquely identifying an incident and all APD associated documents. The first two digits reflect the calendar year; the 3rd, 4th and 5th digits are the Julian date; the last four digits are a computer generated number commonly referred to as the "CAD (Computer Assisted Dispatch) Number." Write the same incident number on the back of the incident report and on any other reports and tickets that pertain to the same incident. The term "Incident Number" will be used throughout the remainder of the chapter.

2.   DATE AND TIME OF REPORT: Enter the date and time the report is completed (the time an officer pulls in code 17 on police radio). Use double digits for the date and use military time. For example, January 1, 2004 at 3:00 p.m. is written as 01/01/04-1500.

3.   GA CODE(S): Leave blank, entered by Central Records Unit.

4.   STATUS: Leave blank, entered by Central Records Unit.

5.   VIC #: Leave blank, entered by Central Records Unit.

6.   UCR CLASS: Leave blank, also entered by Central Records Unit.
7.   RESERVED: Leave blank.

8.   REPORTING AREA: Enter the APD beat number for the location of the incident.

9.   LOCATION: Enter the street address where the incident occurred. The location must be entered as a street number, street name, apartment number, if any and zip code. Place a check to indicate the quadrant, and then check the county or airport. If there is no street number available, call the police radio dispatcher and obtain a number for the nearest intersection.

10.   LOCATION TYPE: Enter the code in the box that most closely describes the location. If an appropriate choice is not listed, enter #25 "Other" and write the correct description.

11.   DATE / TIME INCIDENT OCCURRED: The first date and time entered should be the earliest possible time the incident could have occurred. The second date and time should be the latest time the incident could have occurred. If the exact time and date are known or the entire incident took less than one minute, make only one entry in the first date and time block. Draw a horizontal line through the second date and time block to indicate it was deliberately left blank.

11.   REPORTING OFFICER: The name of the officer who is writing the original report. Officers will enter their LAST name first, followed by their first and second initials, and their suffix (Jr., Sr., III) if any.

13.   SEX: Enter the gender of the Reporting Officer.

14.   APD ID NUMBER: Enter the reporting officer's assigned Atlanta Police Department ID number.

15.   ASSIGNMENT NUMBER: Enter the radio assignment number used for identification on police radio.

16.   COURT CODE / OFF DAYS / COURT TIME: Indicate whether the reporting officer witnessed the incident or is just reporting it. Enter the reporting officer's assigned off days by circling the first letter of each day off, (For example: circling SM represents Sunday and Monday; circling TF represents Thursday and Friday). The assigned court time is written as military time. (An example of a properly entered court time is "1400," which represents 2 PM.)

17.   DESCRIBE HOW CRIME COMMITTED: For proper identification of crimes officers will make a preliminary assessment of the crime committed based on the elements of the crime. No longer will the officer write a description of the crime committed. If it is determined that the report must be reclassified, Central Records will make the proper determination and change the appropriate field on the incident report.

18.   ATTEMPT ONLY: Check "yes" or "no" as appropriate. For example, if the crime was an attempted burglary or attempted rape, check "yes." If the crime was completed, check "no." If no crime was committed, place a horizontal dash in the block to indicate it was deliberately left blank.

19.   WEAPON OR TOOL USED: Use the appropriate code for the weapon or tool used in the incident. If there is no appropriate code, use "other," and describe it as precisely as possible.

20.   TEMPERATURE / WEATHER: Mark an "X" in the appropriate block. (For reference: cold is 45 degrees or below, cool is 46 to 65, warm is 65 to 80, above 80 degrees is hot.) Mark the predominant weather condition present at the time of the incident.

21.   FORCED ENTRY: Check the appropriate box to indicate whether a forced entry is related to the incident.

22.   ALCOHOL RELATED: Check the appropriate box to indicate whether alcohol is a factor in the incident. This can be either the victim or the suspect who appeared to be under the influence.

23.   BIAS INCIDENT: Check the appropriate box to indicate whether bias is a factor in the incident. If the incident is a hate crime, the incident is a bias incident. The fact that the victim is a member of a minority group does not necessarily make the incident a bias incident. City Code Section 98-39 specifies "criminal acts that manifest evidence of prejudice based on race, religion, gender, sexual orientation, national origin, physical impairment, HIV infection, or ethnicity or the perception thereof."

24.   GANG RELATED: Indicate whether the incident is related to gang activity or suspected gang activity.

25.   FAMILY VIOLENCE: Indicate whether the incident is a family violence incident. For further guidance on family violence see Title 19, Chapter 13 of the Georgia Criminal Code. Whenever an officer investigates an incident of family violence, whether or not an

arrest is made, the officer will prepare and submit family violence information as a part of the incident report.

O.C.G.A. § 19-13-1: "Family Violence" defined. The occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household:

    a.   Any felony; or

    b.   Commission of offenses of battery, simple battery, simple assault, assault stalking, criminal damage to property, unlawful restraint, or criminal trespass.

26.   SECURITY DEVICES: Indicate whether some kind of security device was in use. The device can be an alarm, dog, security camera, or security guard. A "yes" response should be entered whether the device was successful or not. (On the back of the form there is a space (#63) to specify the type of security device.)

27.   SPECIAL EVENT: Indicate whether the incident is related to a special event occurring in the City.

    Examples of special events are: The NCAA Finals, Super Bowl, Music Mid-town, major conventions etc.

28.   DOES THE INCIDENT APPEAR TO BE DRUG RELATED? Mark the appropriate response "yes" or "no."

29.   IF YES, INDICATE THE TYPE OF DRUG(S): If the response in #28 is "yes," and the drug(s) can be identified, mark the appropriate block to indicate the drug type.

4.2.4   Victim / Witness Information space is provided for up to two victims or witnesses. If more space is needed, use an additional incident report form.

Item # Instructions:

1.   Code: Mark "V" for victim or "W" for witness.

2.   NAME: Enter the victim's full name in this block: LAST name first, followed by the first name, and the middle name. When appropriate, include the suffix (Jr., Sr., III, etc). If the victim is a business or other organization, enter the name as precisely as possible. Also, mark the victim type for the person described (mark only one block).

3.   RACE: Enter the race code that best describes the victim.

4.   SEX: Indicate gender by entering "M" for male or "F" for female.

5.   DATE OF BIRTH: Enter the date of birth for the person being described as a six digit number (Example: March 1, 1965 would appear as 03/01/65).

6.   GEORGIA CODES: Leave blank, entered by Central Records Unit.

7.   UCR CLASS: Leave blank, also entered by Central Records Unit.

8. ADDRESS: Enter the victim's full time or permanent address; include the street number, street name, apartment number (if appropriate), city, state, and zip code.

9. WORK PHONE: Enter the victim's work telephone number, including area code. See the instructions in Section 4.1.1, paragraph 6.

10. SOBRIETY: Check the appropriate box to indicate the victim's state of sobriety at the time of the incident.

11. TEMPORARY ADDRESS: When the victim is a part-time resident or a visitor, enter the victim's current address (the temporary or visiting address). Also show the date through which the victim can be reached there.

12. HOME PHONE: Enter the victim's home telephone number, including area code.

13. PROSECUTE / TESTIFY: Indicate whether the victim intends to prosecute.

14. VICTIM NOTIFIED OF RIGHTS: Indicate whether the victim received information about his/her rights as required by Georgia Law. Officers will provide this information in a brochure which is given to the victim.

15. RELATION TO OFFENDER: Enter the appropriate code for the relationship between the victim and the offender. Enter only one code.

16. MEDICAL TREATMENT RECEIVED: Indicate if the victim received any medical treatment. This includes treatment by an ambulance EMT or at a medical facility. Write the name of the medical facility the victim is transported to or intends to visit.

17. EXTENT OF INJURY: Mark the appropriate box.

18. LOCATION OF INJURY ON VICTIM'S BODY: Enter the location of the major or most serious wound.

19. TYPE OF INJURY: Enter the code for the type of injury that best describes the major or most serious injury to the victim.

20. IF NO INJURY, DESCRIBE THREAT OR ACT: If the victim did not receive a physical injury, describe what threat or action the offender made toward the victim.

21. VICTIM'S SCHOOL: If the incident occurred at school, enter the name and address of the school that the victim attends.

4.2.5   Reporting Person

Item # Instructions:

1. NAME: Enter the reporting person's full name in this block: LAST name first, followed by the first name, and the middle name. When appropriate, include the suffix (Jr., Sr., III, etc).

2. RACE: Enter the race code that best describes the reporting person.

3. SEX: Indicate gender by writing "M" for male or "F" for female.

4. DATE OF BIRTH: Enter the date of birth for the person being described as a six digit number (Example: March 1, 1965 would appear as 03/01/65).

5. TESTIFY: Indicate whether the reporting person will testify.

6. RELATION TO VICTIM/OFFENDER: Enter the appropriate code for the relationship between reporting person and the victim or offender. Enter only one code. Circle "victim" or "offender" to show with whom the relationship exist.

7. SOBRIETY: Check the appropriate box to indicate the reporting person's state of sobriety at the time of the incident.

8. ADDRESS: Enter the reporting person's address; include the street number, street name, Apartment number (if appropriate), city, state, and zip code.

9. WORK PHONE: Enter the reporting person's work telephone number, including area code. See the instructions in Section 4.1.1, paragraph 6.

10. HOME PHONE: Enter the reporting person's home telephone number, including area code.

4.2.6   Vehicle Data

If more than one vehicle is to be described, use the back of the supplementary incident report for the additional vehicles.

Item # Instructions:

1. If one or more vehicles are impounded, write the number of impounded vehicles in the "Also see # impound report(s)" box, use the Vehicle Impound Report to record the information, and attach a copy of the impound report with the incident report. Do not record the information again on the incident report.

2. OWNER'S NAME: Write the owner's name (LAST, first, middle), if known. If the owner's name is not otherwise known, use the information on the vehicle registration from GCIC. Write the owner's address, showing street number, street name, apartment number, city, state, and zip code.

3. WORK PHONE NUMBER: Enter the owner's work telephone number, including area code. See the instructions in Section 4.1.1, paragraph 6.

4. DRIVER'S NAME: Write the driver's name (LAST, first, middle), if known. If the name is not known but suspects are described, identify the driver as suspect #1, suspect #2, etc.

5. IS DRIVER OWNER? ARRESTED? Indicate whether the driver was the owner of the vehicle. Indicate whether the driver was arrested.

6. RECORD TYPE: Check the appropriate box to indicate whether the incident report is about a theft from a vehicle, a stolen vehicle, a recovered vehicle, a damaged vehicle, or the vehicle was driven by or belongs to a suspect.

7. HOME PHONE NUMBER: Enter the owner's home telephone number, including area code.

8.   ALTERNATE PHONE NUMBER: Enter the owner's alternate number, including area code, such as cell phone or pager number.

9.   VEHICLE TYPE: Write the code for the vehicle type.

10.   VEHICLE YEAR: Write the year of the vehicle.

11.   VEHICLE MAKE: Write the make of the vehicle.

12.   VEHICLE MODEL: Write the model of the vehicle.

13.   VIN: Write the VIN of the vehicle, one character per space.

14.   VEHICLE STYLE: Write the code for the vehicle style.

15.   VEHICLE COLOR: Write the color of the vehicle.

16.   TAG NUMBER: Write the tag number.

17.   TAG STATE: Write the state that issued the tag.

18.   TAG YEAR: Write the year of the tag.

19.   TAG TYPE: Write the code for the tag type.

20.   VEHICLE LOCKS AND KEYS: Indicate whether the doors of the vehicle were locked, the ignition was locked, and the keys were in the ignition at the time of the incident

21.   DATE LOST/STOLEN: Write the date when the vehicle was lost or stolen, if applicable.

22.   STOLEN VEHICLE VALUE: Write the owner's estimate of the value of the vehicle at the time of the loss or theft. If the owner's estimate is not available, write the officer's estimate of the value.

23.   RECOVERED VEHICLE VALUE: Write the owner's estimate of the value of the vehicle at the time of the recovery. If the owner's estimate is not available, write the officer's estimate of the value.

24.   WHERE VEHICLE STOLEN: Indicate whether the vehicle was stolen in Atlanta or elsewhere. If elsewhere, write the jurisdiction in which it was stolen.

4.2.7   Property Data

Use this part of the incident report to report property that has been lost or stolen or damaged but not taken into custody by the officer. If additional space is needed, use the back of the Supplementary Incident Report.

Item # Instructions

1.   If the officer takes evidence or property into custody, write the number of property inventory sheets used in the "Also see # Property Evidence Inventory" box, use the Property Evidence Inventory Report to record the information, and attach a copy of the property/evidence inventory with the incident report. Do not record the information again on the incident report.

2.   If the officer continues the listing of property on the back of the Supplementary Incident Report, check this box.

3.   RECORD TYPE: For each line used, indicate whether the property was damaged, lost, recovered, or stolen.

4.   QUANTITY/DESCRIPTION: Write the make, model, and identifying features of property and the quantity of each kind. If the report involves more than one victim, identify them in this space as V1, V2, etc.

5.   PROPERTY TYPE: For each line used, indicate the type of property, using the codes shown on the incident report.

6.   SERIAL NO.: Write the serial number or other identifying number, where applicable.

7.   ESTIMATED VALUE: Write the owner's estimate of the value of the property at the time of the damage, loss, recovery, or theft. If the owner's estimate is not available, write the officer's estimate of the value (round to whole dollars).

8.   PROPERTY STATUS: Indicate for each item whether it was found (F), returned to the owner (R), or not in the custody of the Atlanta Police Department (N/A).

4.2.8   Arrested person/Suspect/Missing Person Information

The back of the incident report has space to report on two individuals who may be arrestees, suspects, or missing persons. It is important to have accurate and thorough descriptions of suspects and missing persons, so that they may be found. In the case of the arrested person, the description may help in the investigation, in court testimony, and in linking other cases. If the officer must report on more than two suspects or arrested persons, use an additional incident report. Blocks 51 through 55 apply only to missing persons.

Item # Instructions

1.   ARRESTEE/SUSPECT/MISSING PERSON CODE: Check the appropriate box to show whether the person being described was physically arrested (ARR), given a copy (Copy), is a suspect (SUS), or is a missing person (MIS). Also, be sure to check the PRI AGG box to indicate which of the two or more arrestees or suspects was the primary aggressor in a family violence incident.

2.   UCR CODE: Leave this block blank. Central Records Unit will complete it.

3.   NAME: Enter the arrested, suspect or missing person's name in this block. The person's full name: LAST name first, followed by the first name and the middle name. Whenever possible, include the suffix (Jr., Sr., III, etc.).

4.   GCIC/STATUS: Leave this block blank. Central Records Unit will complete it.

5.   DATE OF BIRTH: Enter the date of birth for the person being described as a six digit number (Example: March 1, 1965 would appear as 03/01/65). If the person described is a suspect and the date of birth unknown, whenever possible enter an estimated age in block #9.

6.   SEX: Indicate gender by entering "M" for male or "F" for female.

7. RACE: Enter the race code that best describes the suspect or arrestee.

8. ALIAS / ASSOCIATE: Enter the known alias or nickname of the person being described, and mark the appropriate block. If the suspect was accompanied by someone or has a known associate, enter the associate's name and mark the appropriate block.

9. AGE: Enter the person's age, or an estimated range of ages, especially if the DOB is not known.

10. HEIGHT: Use a three digit number to enter the person's height; for example 403 represents 4' 3". If the height is not exactly known, give an estimated range of height.

11. WEIGHT: Use a three digit number to enter the person's weight. For example: 078, represents 78 pounds. If the weight is not exactly known, give an estimated range of weight.

12. BUILD: Enter the code for build.

13. RESIDENCE: Write the residence address of the person being described; include the street number, street name, apartment number (if appropriate), city, state, zip code and telephone number.

14. WHO IDENTIFIED THIS PERSON: Enter the complete name of the person who identified the arrested person, suspect, or missing person.

15. OCCUPATION / GANG: Enter the occupation, grade in school, or gang membership of the person being described. If unemployed, enter "unemployed."

16. DL/SSN: Enter the social security number or driver's license number of the person being described, and check the corresponding box. If the driver's license number is shown, write the state of issue.

17. SCHOOL: If the person being described is a student, enter the name of the school he or she attends.

18. HAT: Enter color and style, e.g. red/blue Braves baseball cap.

19. SHIRT: Enter color and style, e.g. green/white striped short sleeve dress shirt.

20. PANTS/SHORTS/DRESS/SKIRT: Enter color and style.

21. COAT: Enter color and style.

22. SHOES: Enter color and style.

23. CLOTHING: Write the code that best describes the type of clothing worn by the subject.

24. HAIR COLOR: Write the code that best describes the subject's hair color.

25. HAIR STYLE: Write the code that best describes the subject's hair style.

26. EYE COLOR: Write the code that best describes the subject's eye color.

27. EYE DEFECT: Write the code that best describes the subject's eye defect, if any.

28. FACIAL HAIR: Write the code that best describes the subject's facial hair, if any.

29. TEETH: Write the code that best describes the subject's teeth.

30. SKIN TONE: Write the code that best describes the subject's skin tone.

31. COMPLEXION: Write the code that best describes the subject's complexion.

32. HAND USE: Write the code for right-handed (RH), left-handed (LH), ambidextrous (AM), or unknown (UK).

33. JEWELRY: Write the code that best describes the subject's jewelry.

34. ODDITY: Write the code that best describes the subject's distinctive behavioral oddities or traits, if any.

35. SPEECH: Write the code that best describes the subject's speech.

36. IMPERSONATE: Write the code that best describes the role, occupation, or gender that the subject impersonated, if any.

37. AMPUTATION / DEFORMITY: Write the code that best describes the type or location of the subject's amputation or deformity, if any.

38. SCAR/MARK/TATOO: For the subject's most distinctive scar, mark, or tattoo, check the appropriate box and write the code that best describes its location. Write a brief description of this scar, mark, or tattoo. If there are additional distinctive scars, marks, or tattoos, describe them in the narrative.

39. MEDICAL TREATMENT RECEIVED: Indicate if the person being described received any medical treatment. This includes ambulance EMT or treatment at a medical facility. If so, write the name of the medical facility to which the subject was or will be transported.

40. INJURY EXTENT: Write None, Minor, Serious, or Fatal to describe the extent of the subject's injury.

41. LOCATION OF INJURY ON BODY: Enter the location (part of the body) of the most serious wound on the person being described.

42. TYPE OF INJURY: Write the code that best describes the subject's most serious injury.

43. ARREST DATE / TIME: Enter the date and time when the person was placed under arrest.

44. ARREST LOCATION: Write the street address where the arrest was made. Include the name of the business, if appropriate.

45. WEAPON / AUTO WEAPON: Write the type of weapon the subject used or had in their possession during the incident, if any. Mark the "Auto" box if the weapon was an automatic weapon.

46. WEAPON / AUTO WEAPON: Use this block to describe a second weapon, if any.

47. # CHARGES: Enter the number of charges the arrested person is being charged with.

48. COURT DATE / TIME: Enter the date and time of the preliminary hearing set by the arresting officer.

49. SOBRIETY: Check the most appropriate box to describe the state of sobriety of the subject at the time of the incident.

50. CHARGES (Code #/ Title): Write the title and code section of the charge(s) being filed against the arrested person. If more space is needed, include the additional charges in the narrative.

4.2.9   Missing Person Data

Item # Instructions

51. MISSING PERSON TYPE: Write the code that best describes the missing person.

52. MISSING PERSON STATUS: Write M to indicate that the person is missing at the time of the report, R to indicate that the person has been recovered at the time of the report, or B to indicate that during this incident, the person was reported missing and was recovered.

53. FOUL PLAY? Indicate whether foul play is suspected.

54. MISSING PREVIOUSLY? Indicate whether the missing person has been reported missing previously, prior to this incident.

55. MISSING PERSON RECOVERY CODE: When a missing person is located, write the code that best describes how the missing person was recovered.

4.2.10   Drug Activity and Modus Operandi Data

Item # Instructions

56. DRUG ACTIVITY: If the subject was involved with drugs in the incident, mark the appropriate box.

57. DRUG TYPE: Write the code to indicate which drug or drugs the subject was involved with in the incident. Write all that apply.

58. QUANTITY AND WEIGHT OF DRUG: Write the amount of drugs the subject was involved with in the incident (for example: 4 grams). Include in the narrative of the incident report the weight of all narcotics seized (for example more or less than an ounce). Scales are available in the Property Control Unit,

59. IDENTIFICATION WORK: Mark whether ID work was completed or requested. If so, mark one or more boxes to indicate the type of ID work that was performed.

60. ID WORK PERFORMED BY: Enter the name of the person who completed the ID work.

61. POINT OF ENTRY: Write the code that best describes the location the perpetrator used to enter the premises. Write only one code.

62.   METHOD OF ENTRY: Write the code that best describes how the perpetrator gained access to the premises. Write only one code. If additional space is needed, use the narrative.

63.   SECURITY MEASURES: Write the code to indicate which (if any) security device was used, even if it was not effective in preventing the crime or incident. If none, write "None." Write only one code. If additional space is needed, use the narrative.

64.   ACTIONS OF PERPETRATOR TOWARD THE VICTIM: Write one or more codes to describe actions taken by the perpetrator toward the victim. These actions may be seen as characteristics of the M.O., or modus operandi, of the perpetrator. Distinctive actions or combinations of actions may be used to link related crimes, leading to successful investigation and prosecution of cases. On any one incident report, the officer may write as many as eight codes altogether in blocks 64 and 65. If there are significant actions for which no code is listed, print "other" and describe them in the narrative.

65.   OTHER ACTIONS OF PERPETRATOR: Write one or more codes to describe other actions taken by the perpetrator during the incident. Again, distinctive elements of the perpetrator's modus operandi may assist in the investigation. If there are significant actions for which no code is listed, print "other" and describe them in the narrative.

4.2.11   Narrative:

Item # Instructions

66.   The reporting officer will write a narrative of the incident based on his or her preliminary investigation. If more room is necessary, continue the narrative on the Supplementary Incident Report. If the narrative is on more than one page, indicate at the end of each section of the narrative what page is next.

   a.   The narrative is the most important part of the incident report. The information contained in a narrative will have a direct influence on the scope and quality of a follow-up investigation. If an arrest is made, the information contained in a narrative will have a direct bearing on the final judicial outcome of the case.

   b.   These guidelines for writing the narrative will increase the likelihood of a positive outcome:

   (1)   Write the narrative in sequential or chronological order. If a person was arrested, indicate of the arrestee was searched and read their Miranda Rights and by whom. When transported include the name of the transporting officer, the receiving facility, officer, and details of the exchange, to include the name of the receiving officer in the narrative. (CALEA 71.1.6 c & d)

   (2)   Obtain answers to the six basic questions: who, what, when, where, why and how.

   (3)   Print legibly or type the narrative so that others can read the narrative.

   (4)   Use short and simple sentences whenever possible.

   (5)   Avoid the use of abbreviations, signals, codes, acronyms, and police jargon.

(6)   When using the words "he" and "she," be sure that it is clear who is being referred to.

(7)   When the narrative is complete, proofread it from beginning to end. Correct any misspellings, missing words, omission of a critical fact, etc.

4.2.12   Affidavit

Item # Instructions

67.   REFERRED TO: Leave blank, for use by Central Records.

68.   REPORTING OFFICER'S SIGNATURE: The officer completing the report enters his or her signature.

69.   APD ID NUMBER: The officer completing the report writes his or her assigned Atlanta Police Department ID number.

70.   DATE SWORN AND SUBSCRIBED: The officer completing the report enters the date he or she signed the report.

71.   REVIEWER'S SIGNATURE: The Central Records reviewer, who reviews and classifies the report, enters his or her signature.

72.   APD ID NUMBER: The Central Records reviewer, who reviews and classifies the report, enters his or her assigned Atlanta Police Department ID number.

73.   SUPERVISOR'S SIGNATURE: The supervisor who reviews the report for accuracy and completeness enters his or her signature.

74.   APD ID NUMBER: The supervisor who reviews the report for accuracy and completeness enters his or her assigned Atlanta Police Department ID number.

4.3   Front of the Supplementary Incident Report

4.3.1   Following the preparation instructions is a copy of the report. The blocks are numbered and correspond to the instructions. The narrative space and the back of the form may be used as needed. If the officer uses only the back of this form, draw a diagonal line across the narrative block to indicate that it is not in use; the officer must still complete the affidavit section. Fill in the "PAGE" and "OF" spaces at the top right of the page to indicate the sequential order of pages. See Section 4.2.3, regarding page numbering.

Item # Instructions

1.   INCIDENT NUMBER: List the original incident number. Always use the same incident number as on the original incident report.

2.   COMPLAINANT: Print the last name, first name, and middle name of the complainant, or victim, listed on the report being continued.

3.   DATE OF REPORT: Enter the date of this report, which may be different from the date of the incident and from the date of the original incident report.

4.   RESERVED: Leave this block blank, for use by Central Records.

5. NARRATIVE: Use this space to continue the narrative from an incident report or to describe follow-up actions in an investigation for which an incident report has already been filed.

6-13. AFFIDAVIT: Follow the same instructions as for the affidavit section of the incident report, items 67 through 74.

4.3.2 Completing the Back of the Supplementary Incident Report

The blocks are numbered and correspond to the instructions. Use the blocks on the back of the form as needed. In the upper left hand corner, write the original incident number. Always use the same incident number as on the original incident report. If the officer uses only the front of this form, draw a diagonal line across the back to indicate that it is not in use.

4.3.3 Family Violence

1. Whenever an officer investigates an incident of family violence, whether or not an arrest is made, and the officer will prepare and submit family violence information as a part of the incident report (for more information see APD.SOP.3083 "Family Violence.")

O.C.G.A. § 19-13-1: "Family Violence" is defined as the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, or other persons living or formerly living in the same household:

(1) Any Felony; or

(2) Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

Item # Instructions

1. INFORMATION SOURCE: Indicate whether the victim or the primary aggressor is providing the information for the following responses and write the person's name.

2. WERE CHILDREN INVOLVED? Indicate yes or no.

3. ACT COMMITTED WITH CHILDREN PRESENT? Indicate yes or no.

4. PREVIOUS COMPLAINTS INDICATED BY VICTIM: Check the appropriate response.

5. EXISTENCE OF PRIOR COURT ORDERS INDICATED BY VICTIM: Check appropriate response.

6. VICTIM ADVISED OF AVAILABLE REMEDIES AND SERVICES? Indicate yes or no.

7. TYPE OF ALLEGED ABUSE: Mark the code type that best describes the abuse. Mark all that apply.

8. POLICE ACTION TAKEN: Mark the action taken. Mark only one item.

9.   INDICATE REASON FOR NOT MAKING AN ARREST: If the reporting officer did not make an arrest, check appropriate response.

10.   PRIMARY AGGRESSOR IDENTIFIED BY: Check appropriate response.

11.   DID THE INVESTIGATION INDICATE THAT SUBSTANCE ABUSE WAS INVOLVED? Indicate yes or no. If yes, indicate the substances used by the primary aggressor and by the victim.

12.   RELATIONSHIP OF THE PARTIES: Indicate the relationship between the victim and primary aggressor.

4.3.4   Vehicle Data

Follow the same instructions as for the vehicle data part of the incident report.

4.3.5   Property Data: Use blocks 1 through 6 of this part of the Supplementary Incident Report to continue the listing of property from the incident report. Also use blocks 1 through 12 to report additional losses and recoveries. (If the officer takes custody of recovered property, use the property/evidence inventory.)

1-6.   Follow the same instructions as for the property data part of the incident report,

7.   OWNER'S NAME: If known, write the owner's name (LAST, first, middle) and street address, including zip code.

8.   WORK PHONE: Write the owner's work telephone number, including area code.

9.   LOCATION ITEMS FOUND/RECOVERED: List the location of recovery.

10.   HOME PHONE: Write the owner's home telephone number, including area code.

11.   RECOVERED BY: Recovering officer's name and APD ID number.

12.   CUSTODY: The name of the individual to whom property was turned over, if other than the owner. If the property is turned in to APD's Property Control, use the property/evidence inventory.

4.4   Investigative Checklists

For certain State of Georgia offenses, an investigative checklist should be used as a reference checklist to ensure that all of the elements of the charged offense are included in writing. The subsequent checklists cover elements for specific crimes and the questions should be answered in the narrative of the report.

4.4.1   Common Elements

1.   What comments, admissions, or statements did the defendant make? Was he or she advised of his or her rights? By whom? Who heard the defendant's comments or statements? What did the defendant say? If he or she made a written statement, include a copy. Even if the defendant's oral statement is not an admission, it will be recorded. If the officer cannot recall the exact words, he or she will record the statement in general terms.

2.   Does the victim know the defendant? Explain.

3.   If the victim is a business or government entity, obtain the correct address (with zip code) and the legal name of the victim. Determine the actual nature of the business. If there is a knowledgeable person who cannot be contacted at the time of arrest, include the person's name and telephone number so that he or she can be contacted later.

   a.   Individual business: Obtain the names of all of the owners

   b.   Corporation: Obtain the correct corporate name as it appears on the business license

   c.   Governmental entity: Obtain the correct name from the administrator or director

4.   Were there any witnesses to the offense? For each witness, give name, address (with zip code), telephone number, place of employment (include the address and telephone number), and what he or she specifically saw or heard.

5.   Have witnesses identified the defendant? Which witnesses? How was the identification made (from a line-up, mug shots, etc.)?

6.   Was any weapon or instrument used to commit the crime? Describe each weapon or instrument. Who had each one? Who has it now? How was it recovered? Who is in the chain of evidence? Were fingerprints taken from the weapon or instrument? By whom?

7.   Were any photographs or video taken of the crime scene or the victim? Who has them now?

8.   Were any fingerprints lifted? By whom? Exactly where were they lifted from?

9.   Is there any other physical evidence? Describe it. How was it obtained? Who is in the chain of evidence? Who has it now? Has it been marked for identification?

10.   Was a search warrant used to seize evidence? If not, why not? Will a search warrant be used?

11.   Was any property taken? Describe exactly each item of property taken. List the approximate dollar value of each item. Who was the owner of the property that was taken?

12.   Has any of the stolen property been recovered? How was it recovered? Who recovered it? Where? Who is in the chain of evidence? Who has it now? Has it been identified by the owner? How did he or she identify it?

13.   If the defendant has been arrested by an agency other than the Atlanta Police Department, who is the arresting authority? Where is it located? If the defendant has been arrested or is being held outside of Fulton County (DeKalb County in a DeKalb case), give a complete physical description and ID of the defendant.

14.   If the arrest was made by private security, list the security officer as a witness on the incident report. Obtain the name and address of the security agency. If the defendant made any statements or comments which were heard by the security guard, they must be

written down by the security guard and a copy must be included. The security guard should send a copy of his or her report on the incident to the correct prosecutor's office:

Misdemeanor	Felony
Fulton County Solicitor 55 Fulton County State Courthouse Atlanta, Georgia 30303	Fulton County District Attorney 301 Fulton County Courthouse Atlanta, Georgia 30303 Attn: Indictment Section
DeKalb County Solicitor 556 North McDonough Street Decatur, Georgia 30030	DeKalb County District Attorney 556 North McDonough Street Decatur, Georgia 30030

4.4.2   Homicides and Assaults (O.C.G.A. § 16-5-1, 16-5-21, and others). Also, see section 4.4.1 for common elements

1.   Describe exactly what the defendant did to the victim.

2.   What injury resulted?

3.   What led up to this homicide or assault?

4.   Was the defendant provoked by the victim?

5.   Did the victim have a weapon? Describe it. Was it recovered? By whom? Who has it now?

6.   For a homicide, is there any other evidence that would indicate that the defendant killed the victim?

4.4.3   Rape and Other Sex Offenses (O.C.G.A. § 16-6) Also, see section 4.4.1 for common elements

1.   Describe exactly what the defendant did to the victim.

2.   Were there any indications that force was used on the victim?

3.   What was the victim's appearance and condition when the reporting officer first saw her (clothing, bruises, emotional state)?

4.   Was the victim taken to the hospital? By whom?

5.   What doctor examined her and was a rape kit completed? What were the results?

6.   Did the victim make immediate outcry? To whom did the victim first report the offense? Give name, address, phone number.

7.   If no one saw the offense, are there any witnesses who can place the defendant at or near the scene at the time of the offense?

4.4.4   Burglary (O.C.G.A. § 16-7-1)
(See Section 4.4.1 for common elements.

1. Who is the owner or person in charge of the building? Who is the owner of the goods that were taken? If the building is a school, who is the principal?

2. Was anyone authorized by the owner to enter the premises?

3. Who was the last person to lock up? When did he or she lock up? Who discovered the burglary? When?

4. How was entry made?

5. Was a theft committed inside? Exactly what was taken? Where were these items taken from in the building?

6. Was the defendant caught inside the building? Exactly what was he or she doing?

7. What circumstances show his or her intent to commit a theft or a felony?

8. Was the defendant seen entering or leaving the burglarized area? If so, who saw him or her? What did the witness see?

4.4.5   Possession of Tools for the Commission of Crime (O.C.G.A. § 16-7-20)

1. Why was the defendant arrested? Exactly what was he or she doing?

2. Describe fully the tools or devices the defendant had.

3. Exactly where were these tools found (on the defendant, in his or her automobile trunk)? By whom?

4. What evidence is there that he or she possessed these tools?

5. What evidence or facts indicate that the defendant was going to use these tools to commit a crime?

6. What comments, admissions, or statements were made by the defendant? Was he or she advised of his or her rights? By whom? Who heard the defendant's statements or comments? What did the defendant say?

4.4.6   Criminal Trespass (O.C.G.A. § 16-7-21)

1. What is the dollar amount of damages? Who can testify as to the amount of damages or the cost of repair?

2. Describe exactly how the defendant damaged the property. Exactly what property or items were damaged? Describe or give the common descriptive names of items so that the defendant can be charged.

3. Was the defendant asked to leave at the time of arrest or was he or she given prior notice to leave or stay off the property? When? In the presence of the officer? What is the name of the person asking the defendant to leave the property? Is this person the owner, renter, or an agent for the premises?

4. Who owns the property or area in which the trespass occurred? If the defendant was asked to leave the business, what is the legal name of the business as shown by its business license?

5. Did the defendant make any statements? If so, include any statement in the report.

6. If the defendant claims any right to be on the premises, what evidence was shown to disprove his or her claim?

7. If the defendant entered the property for an unlawful purpose, what was the purpose and what evidence will show the unlawful act?

4.4.7 Criminal Damage to Property (O.C.G.A. § 16-7-72 and others)

1. Describe the exact damage to property and the dollar amount to make the necessary repairs. Obtain estimates if they have been made or are to be made.

2. Who is the owner of the property?

3. What events led up to this offense? What was the motive?

4. Has restitution been made or offered? Has the damaged property been repaired?

5. Is a civil suit pending in this matter?
6. Does the victim intend to pursue the criminal prosecution?

4.4.8 Theft by Shoplifting (O.C.G.A. § 16-8-14) Also, see section 4.4.1 for common elements

1. List an exact description of each item stolen. Clothing descriptions should show brand name, color, size, and whether man's or woman's, etc. Other property should be described as exactly as possible, include the number of items packaged per container if applicable. Who can testify to ownership and value?

2. What exactly did the defendant do? Describe the circumstances showing the defendant having personal and exclusive control over the property. Include the names of the witnesses to these acts and what they can testify to.

3. If no one saw the defendant commit the theft, what was the defendant doing which connects him or her to the offense?

4. Was the defendant acting alone or in concert with someone else? Who? What did each person do?

4.4.9 Motor Vehicle Theft (O.C.G.A. § 16-8-2 and others) Also, see section 4.4.1 for common elements

1. What are the name, address, and telephone number of the owner or custodian of the vehicle?

2. What are the make, model, and value of the vehicle? Was it insured?

3. Where were the keys to the vehicle when stolen? Were the keys recovered?

4. If the defendant had possession of the vehicle, how did he or she explain his or her possession?

4.4.10   Entering Automobile (O.C.G.A. § 16-8-18)

1. Exactly what was the defendant doing?

2. Who is the owner of the vehicle? Obtain the owner's name, address (with zip code), and phone number. Who was the last person to use the vehicle and leave it at the location where the offense occurred?

3. Include a full description of the vehicle, such as 1980 Chevrolet Impala, 4-door automobile. List the vehicle's license tag.

4. How was entry made? Describe any tools used to enter the vehicle.

5. Did the defendant attempt to enter any other vehicles? Describe the attempt. Include a description of the vehicles, tag numbers, and owners' names and addresses. Did the owners respond to the cards left on their vehicle asking them to call?

4.4.11   Robbery (O.C.G.A. § 16-8-40 and 16-8-41)

1. Was the property in the custody of the owner or some other person? Give name, address (with zip code), phone number, and place of employment.

2. Exactly where was the property taken from?

3. What force or threat was used by the defendant?

4. Exactly what did the defendant say to the victim?

5. How long did the victim get to observe the defendant?

4.4.12   Criminal Use of an Article with an Altered Identification Mark (O.C.G.A. § 16-9-57)

1. Describe exactly each item of property.

2. If the article was a firearm, was it submitted to the crime lab to be tested for a serial number and for open homicides? If not, when will it be submitted?

3. Where exactly was the article taken from or where was it found? What evidence is there to prove possession or custody by the defendant?

4.4.13   Obstruction or Hindering of Law Enforcement Officers (O.C.G.A. § 16-10-24)

1. Describe the sequence of events that led the officers to be at the incident location.

2. Name the officers who were hindered or obstructed. Include each officer's last name and first name or first initials. List all witnesses.

3. If the officer who was obstructed was not in uniform, what notice was given to the defendant that police officers were at the scene?

4.   Explain exactly what happened. What overt physical act did the defendant do to obstruct or resist the officer? Describe exactly what the defendant did or was attempting to do. What was the defendant trying to prevent the officer from doing?

5.   Who did the officer arrest for this offense? What is the status of any other defendant or charges involved in this incident?

4.4.14   Escape (O.C.G.A. § 16-10-52)

1.   Include the offense report or other narrative report of the escape. Give the name and address of the institution or police agency from which the escape was made.

2.   Give the name and address of the last person seeing or controlling the inmate or prisoner, such as the police officer, guard, instructor, or doctor. If the escape was from an institution, give the name and title of the institution.

3.   Give the name, address, and agency of the officer who recaptured the escapee.

4.   Give the name, address, and telephone number of any other witnesses to the escape or recapture.

5.   If the defendant was under sentence at the time of the escape, obtain a certified copy of the indictment or accusation, plea, and sentence under which he or she was serving. A certified copy can be obtained from the clerk of the court which sentenced the defendant.

6.   Provide copies of the defendant's criminal history report (rap sheet) and intake personal history report.

4.4.15   Terroristic Threats (O.C.G.A. § 16-11-37)

1.   Exactly whom did the defendant threaten?

2.   As exactly as possible, what words did the defendant use in making the threats?

3.   Did the defendant have a weapon when the threat was made? What kind? What was he or she doing with it at the time of the threat? Was it recovered? Who has it now?

4.   List witnesses who heard the threat being made. What did they hear? Are they related to the victim? Note: By statute, if there is not a corroborating witness or corroborating evidence, the case is not terroristic threats, but may be another crime.

5.   What led up to this incident? Was there an argument or fight?

6.   Did the defendant make any comments, admissions, or statements? If so, was he or she advised of his or her rights? By whom? Who heard his or her statements? What did he or she say?

7.   Was the defendant handcuffed, in the police unit, or in custody at the time the terroristic threats were made? Describe the circumstances.

4.4.16   Peeping Tom (O.C.G.A. § 16-11-61)

1.   List names and addresses of any witnesses who saw the defendant committing the offense.

2.   Exactly what was the defendant observed doing? What did the officer observe? Was the subject intoxicated? If so, what did the blood alcohol or test show?

3.   Describe the condition and actions of the defendant which indicated intoxication.

4.   List the exact address, including apartment number, of the dwelling that the defendant peeped in. Who occupied the place where the offense occurred?

5.   Describe the area from which the defendant was peeping. How far from a sidewalk, walkway area, or the street? Which area of the dwelling was the defendant peeping into? How far away from the window, etc., was he or she? Is this area a common shortcut, or is it inaccessible due to fences, shrubbery, etc.?

6.   Was the defendant concealing himself or herself upon the premises? Did he or she attempt flight when caught?

7.   If the room was occupied at the time the defendant was peeping in, what activity was he or she observing?

4.4.17   Possession of Sawed-off Shotgun, etc. (O.C.G.A. § 16-11-122)

1.   What is the exact length of the barrel, end to end?

2.   What is the overall length, from the end of the barrel to the butt-end of the stock?

3.   If the weapon is sawed off to the size of a pistol, what identification or marking will prove that the sawed-off weapon is a rifle or a shotgun?

4.   Exactly where was the weapon found?

5.   An in operative weapon is not a violation of this statute and should be noted in the report.

4.4.18   Carrying a Concealed Weapon and carrying a Pistol without License (O.C.G.A. § 16-11-126 and 16-11-128)

1.   Why was the defendant arrested? Exactly what was he or she doing?

2.   At what point during the arrest was the weapon discovered? Who discovered the weapon? Describe the weapon seized and exactly where the weapon was found. Who has the weapon now?

3.   If the weapon was not found on the defendant, what evidence shows that he or   she possessed the weapon?

4.   Was the weapon processed for fingerprints? If not, why not? Who dusted for   prints? Attach a copy of the ID Latent Print Report.

5.   Exactly where was the defendant when the offense occurred, i.e., house,   apartment, car, etc.?

4.4.19   Narcotics (O.C.G.A. § 16-13-20 et seq.)

1.   Name any other persons arrested with the defendant.

2.   Why was each defendant arrested?

3.   Describe the items seized. If there is more than one item, mark each one for later identification, for example, "A", "B," etc. The designation must be written on or clearly identified with the item, so that the crime lab report will correspond.

4.   Exactly where was each item of drugs found?

5.   Who found each of the items?

6.   What evidence of possession was discovered in regard to each of the persons arrested?
7.   How were the drugs discovered?
8.   If the drugs were concealed, what were the grounds for conducting the search?

9.   Describe any other evidence that would indicate who had possession.

10.   If a search warrant was used, who owns or rents the premises searched? What evidence is there to prove this (give name, address, phone number of landlord, etc.)? Name the persons who had access to the premises (other roommates or persons who could have left drugs there).

11.   What comments, admissions, or statements were made by the defendant? Was the defendant advised of his or her rights? By whom? Who heard the defendant's comments or statements? What did the defendant say?

12.   For drugs found in a bedroom, indicate whose bedroom and how it was determined that it was that person's bedroom.

4.5   Vehicle Impound Report

4.5.1   The vehicle impound report (APD-005) is designed to aid in the formal accounting of vehicles impounded by the Department. The proper completion of the form will contribute to the proper security and disposition of the property or evidence. A copy of the form follows these instructions, which are numbered to correspond with the illustration.

4.5.2   When to Prepare the Vehicle Impound Report

1.   Use the Vehicle Impound Report, Form APD 005, to list each vehicle impounded in an incident.

2.   The Vehicle Impound Report is the only document needed when impounding a vehicle for the following reasons, however, in all other circumstances, an incident report shall be completed explaining the circumstances for the involuntary impounding:

a.   Illegal Parking,

b.   Excessive Parking Tickets

c.   Abandoned Autos.

d.   Traffic copy of charges

3.   Do not use the Vehicle Impound Report to report a vehicle which is not being impounded. Use the vehicle section of the incident report or the supplement to report stolen or damaged Vehicles and vehicles used in crimes which have not been impounded.

4.   The Vehicle Impound Report is printed on No Carbon Required (NCR) paper. The four copies are distributed as indicated on the bottom of the form and outlined below:

a.   Central Records (white): The original is turned in with the rest of the report to the officer's supervisor for approval and forwarding to the Central Records Unit as a part of the incident report.

b.   Property Control (yellow): This copy is turned in to the Property Control Unit along with any actual property or evidence.
c.   Wrecker Driver (pink): This copy is given to the wrecker driver for their company records.

d.   Owner (gold): This copy is given to the owner of the vehicle listed on the form.

4.5.3   Instructions

Item # Instructions:

1.   "PAGE" and "OF": See Section 4.1.1 9 regarding page numbering.

2.   DATE: Write the date the form is being completed, which is not always the same as the date of the incident. Use the numerical format, such 01/01/04.

3.   INCIDENT NUMBER: Enter the nine digit incident number.

4.5.4   General Vehicle Information

Item # Instructions:

4.   VEH#: When incidents involve multiple vehicles, number the vehicles for identification purposes and to assist in data entry.

5.   REPORTING OFFICER: The name of the officer who is writing the report. Officers will enter their LAST name first, followed by their first and second initials, and their suffix (Jr., Sr., III) if any.

6.   APD ID NUMBER: The reporting officer's ID number.

7.   ASSIGNMENT NUMBER: Enter the radio assignment number used for identification on police radio.

8. OWNER'S NAME: Enter the LAST name first, followed by the first name, middle name and suffix of the owner of the vehicle.

9. HOME PHONE: Enter the area code and residential phone number for the vehicle owner. If area code 404 or 770, circle the appropriate selection.

10. WORK PHONE: Enter the area code and office or work phone number for the vehicle owner. If area code 404 or 770, circle the appropriate selection.

11. OWNER ADDRESS: Enter the street address for the owner of the vehicle. The address must be entered as a street number, street name, apartment number, city, state and zip code.

12. DRIVER: Enter the LAST name first, followed by the first name, middle name and suffix of the driver of the vehicle listed on the form. NOTE: The driver may not be the same as the owner.

13. IS THE DRIVER THE OWNER? Indicate yes or no by placing an "X" in the appropriate box.

14. WAS THE DRIVER ARRESTED? Indicate yes or no by placing an "X" in the appropriate box.

15. VEHICLE IS HELD AS: Indicate whether the vehicle is being impounded as "Evidence" to a crime or as "Property" held until the owner can make arrangements to reclaim the vehicle.

16. RECORD TYPE: Select the record type that best describes the vehicle involvement in the incident.

17. VEHICLE TYPE: Select the vehicle type that best describes the vehicle involved in the incident.

18. YEAR: Enter the year the vehicle was manufactured.

19. MAKE: Enter the name of the vehicle manufacturer.

20. MODEL: Enter the vehicle model name.

21. VIN: Enter the manufacturer Vehicle Identification Number (VIN). NOTE: All vehicles manufactured after 1980 have a 17-character VIN, and there are 17 spaces in this box for the VIN.

22. VEHICLE STYLE: Indicate the style that best describes the vehicle involved in the incident.

23. VEHICLE COLOR(S): Indicate the primary color(s) of the vehicle.

24. TAG NUMBER: Enter the number from the license plate mounted on the vehicle.

25. TAG STATE: Enter the name of the state that issued the vehicle tag.

26. TAG YEAR: Enter the year of the decal mounted on the tag.

27. TAG TYPE: Indicate the type that best describes the tag mounted on the vehicle.

28. DATE LOST / STOLEN: If the vehicle listed was lost or stolen, enter the date it occurred.

29. VALUE OF VEHICLE: Indicate if the vehicle listed was stolen or recovered, and then enter the value of the vehicle to the nearest $100.00 dollars.

30. VEHICLE REPORTED STOLEN: If the vehicle was stolen, indicate whether the vehicle was reported stolen in the City of Atlanta or outside. If the vehicle was not reported stolen in Atlanta, mark "Outside."

31. IF OUT, JURISDICTION: Enter the name of the jurisdiction where the vehicle was originally reported stolen (if it was not Atlanta).

4.5.5   Impound Information

Item # Instructions:

32. TIME WRECKER CALLED/ARRIVED: Enter the time the wrecker was requested on radio and the time the wrecker arrived at the scene.

33. REASON FOR IMPOUND: Enter the reason the vehicle is being impounded.

34. IMPOUND LOCATION: Enter the street address for the location where the vehicle is being impounded (removed) from. The address must be entered as a street number, street name, apartment number, city, state and zip code.

35. BEAT: Enter the APD beat number for the location of the actual impound.

36. SUPERVISOR APPROVING IMPOUND: Signature of the supervisor that reviewed the impound report for completeness and legibility.

37. VEHICLE CHECKED FOR STOLEN ON RADIO? Indicate whether the vehicle was checked on GCIC by radio.

38. MISSING ITEMS: Identify missing equipment or components normally found on a vehicle.

39. DAMAGE: Identify where there is damage to the vehicle. If necessary, list additional damage in the Comments block.

40a. DOORS LOCKED? Indicate whether the vehicle doors were locked or unlocked when the incident occurred or the vehicle was impounded.

40b. IGNITION LOCKED? Indicate whether the vehicle ignition was locked or unlocked when the incident occurred or the vehicle was impounded.

40c. IGNITION KEY WITH VEHICLE? Indicate whether the key was found with the vehicle.

41a. REMAINING KEYS RETURN TO OWNER? Indicate whether the remaining keys were given to the owner.

41b.   EVIDENCE OR PROPERTY TURNED IN? Indicate whether items from the vehicle were turned in to Property Control Unit.

41c.   IF YES, STATUS: Indicate the status of the items being turned in. NOTE: It is possible to check more than one block; some items may be evidence and some may be property.

42.   OWNERSHIP PAPERS LEFT WITH: Indicate whether ownership papers were present or who they were left with.

43.   HOLD VEHICLE FOR: If the vehicle is being held as evidence, enter the Atlanta Police Department section (for example: Auto Theft, Robbery, Larceny, etc.) that will need to be notified before releasing the vehicle.

44.   SUPERVISOR APPROVING HOLD: Enter the name of the supervisor that approved the hold on the impounded vehicle.

45.   WRECKER COMPANY: Enter the name of the wrecker service that arrives and picks up the impounded vehicle.

46.   WRECKER DRIVER: The wrecker service driver who picks up the impounded vehicle must sign this block.

47.   COMMENTS: Enter any comment regarding the impounded vehicle that does not fit in the above blocks.

48.   IMPOUND NUMBER: Leave blank. For use by wrecker service company.

4.5.6   Trailer Information

Item # Instructions:

49.   YEAR: Enter the year the trailer was manufactured.

50.   MAKE: Enter the name of the trailer manufacturer.

51.   MODEL: Enter the trailer model name.

52.   VIN: Enter the manufacturer Vehicle Identification Number for the trailer.

53a.   IS THE TRAILER LOADED? Indicate whether the trailer is carrying a load.

53b.   IS THE TRAILER SEALED? Indicate whether the trailer is locked or sealed.

54.   CARGO DESCRIPTION: Enter a description of the material(s) the trailer is carrying. If empty, enter "None."

55.   TAG NUMBER: Enter the number from the license plate mounted on the trailer.

56.   TAG STATE: Enter the name of the state that issued the trailer tag.

57.   TAG YEAR: Enter the year of the decal mounted on the tag.

4.6   Codes for Handwritten Incident Report

The codes required for the starred (*) blocks on the incident report and supplementary incident report and supplementary incident report are shown on the Incident Report Code Sheet. A copy of the code sheet is attached (Figure 1).

4.7   Documentation of Identification Checks

1.   All ACIC/GCIC/NCIC identification checks conducted inside of a residence and/or commercial building or structure by sworn Atlanta Police personnel, shall require the completion of the Demographics Tab under the Field Contact tab in ICIS. This requirement does not apply to officers responding to dispatched calls for service. This requirement applies to officers on self-initiated calls. In instances whereby an officer calls 9-1-1 and he or she is, in turn, the primary unit responding to said call, the ICIS Demographics tab under the Field Contact Tab must also be completed.

2.   The ICIS Demographics tab under the Field Contact tab must clearly specify:

a.   the specific facts giving rise to reasonable articulable suspicion regarding a crime;

b.   whether the individual was frisked for weapons, and if so the specific facts giving rise to reasonable articulable suspicion that the individual was both armed and dangerous;

c.   whether the individual was searched for anything other than weapons, and if so, the specific facts giving rise both to probable cause and exigent circumstances.

3.   Pursuant to an ACIC/GCIC/NCIC identification check conducted inside of a residence and/or commercial building or structure by a sworn Atlanta Police personnel, the Field Contact information shall be imputed in ICIS prior to the end of the officer's shift. Off-duty officers working a Department-approved extra-job must also adhere to this requirement.

This Section, 4.7, may not be deleted, revised, or amended pursuant to the May 19, 2015 Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB. Consult the City of Atlanta Department of Law with any questions or concerns.

5.   DEFINITIONS

5.1   Minor Traffic Offense: Traffic offense that does not result in a physical arrest.

6.   CANCELLATIONS

APD.SOP.3060 "Reports and Report Writing" effective February 3, 2014.

7.   REFERENCES

May 19, 2015 Order in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB

APD.SOP.2060, "Extra Jobs"

APD.SOP.3050, "Pursuit Policy"

Official Code of Georgia Annotated Title 16

The Commission on Law Enforcement Accreditation (CALEA), 5th edition, standards 82.2.1, 82.2.2, and 82.2.3.

INCIDENT DATA

10. Location Type			19. Weapon or Tool		
01 Air/ Bus/ Train Term.	11 CityGovt/Public Bldg.	26 Apartment/Multi Fam.	00 None	11 Incendiary Device	23 Saw
02 Bank/Savings & Loan	12 Grocery/Supermarket	28 Hospital	99 Unknown	12 Key	24 Drill
03 Bar/Night Club	13 Hwy/Rd/Alley/Street	29 Industrial Site	01 Revolver Pistol	13 Tire Iron / Crow Bar	25 Razor
04 House of Worship	14 Hotel/Motel/Etc.	30 Library	02 Semi-Auto Pistol	14 Rock or Brick	26 Rope
05 Office Building	17 Liquor Store	31 Park	03 Rifle (all types)	15 Broken Glass	27 Belt
06 Construction Site	18 Parking Lot/Garage	32 MARTA Property	04 Shotgun (all types)	16 Board / Club / Bat	28 Pipe
07 Convenience Store	20 Residence/Home	33 State Property	05 Axe or Hatchet	17 Altered / Forged Doc.	30 Icepick
08 Dept/Discount Store	21 Restaurant	34 Federal Property	06 Screwdriver	18 Credit / ATM card	31 Pliers
10 Field / Woods	23 Service/Gas Station	35 School	07 Knife	19 Wire	33 Scissors / Shears
		36 AHA Property	08 Phy. Force/Intimidate	20 Bolt or Wire Cutter	34 Hammer
		Other (list)	09 Explosives	21 Worthless Checks	Other (list)
			10 Caustic / Chemicals	22 Cutting Torch	

VICTIM / WITNESS / *REPORTING PERSON DATA			VEHICLE DATA		
1 Code	*7.,15. Relation	19. Type Injury	8. Vehicle Type	13. Vehicle Style	18 Tag Type
V Victim	00 Not Applicable	00 Not Injured	01 Passenger Car	2D Sedan, 2 Door	PC Passenger Car
W Witness	01 Undetermined	99 Unknown	02 Pickup Truck	4D Sedan, 4 Door	CO Commercial
	02 Stranger	01 Gunshot	04 Tractor Trailer	CV Convertible	CU County Vehicle
3. Race	03 Spouse	02 Stab Wound	08 Single Unit Truck	HB Hatchback	CI City Vehicle
A Asian	04 Ex-Spouse	03 Laceration	10 Van	LM Limosine	CL College
B Black	05 Co-habitant	05 Broken Bone(s)	12 Vehicle W/ Trailer	MV Minivan	DL Dealer
I American Indian	06 Parent	07 Loss of Teeth	13 Bus	SW Station Wagon	NG National Guard
W White	07 Sibling	08 Burns	16 Motorized Rec. Veh.	Other (List)	ST State Vehicle
X White Hispanic	08 Child	09 Abrasions / Bruises	17 Motorcycle, Scooter,		US U.S. Govt. Vehicle
Y Black Hispanic	12 Student	11 Strangled	Minibike		PE Personalized/
U Unknown	17 Friend / Associate	12 Trauma	Other (List)		Customized
	20 Employee	Other (list)			MC Motorcycle
	Other (list)				Other (List)

ARRESTED PERSON / SUSPECT / MISSING PERSON DATA

7. Race -	25. Hair Style Con't	29. Teeth	34. Oddity / Trait Con't	37. Amp / Deform Con't	42. Type Injury Con't
Same as table #3	11 Braids	09 Normal	03 Calm	09 Humpbacked	07 Loss of Teeth
Victim / Witness	13 Gerri-curl	99 Unknown	04 Courteous	10 Harelip	08 Burns
	14 Finger waves	01 No Teeth	05 Irrational	11 Missing Arm	09 Abrasions / Bruises
12. Build	15 New wave (punk)	02 Dentures	06 Militant	12 Missing Finger	11 Strangled
U Unknown	16 Flat top	03 Braces	07 Nervous/Twitching	13 Missing Foot	12 Trauma
A Average	18 Fade	04 Gold	08 Quiet	14 Missing Hand	
F Fat / Extra Large	20 Mohawk	05 Chip / Crack	09 Talkative	15 Webbed Finger	51. Missing Person Type
T Thin		06 Missing	10 Talked Mean/Obscene	16 Extra Finger	1 Runaway
M Muscular	26. Eye Color	07 Stained	12 Dirty	18 Head	2 Parental
H Heavy / Stocky	XXX Unknown		13 Body Odor	19 Face	3 Involuntary
	BLK Black	30. Skin Tone	15 Very Masculine	20 Neck	4 Disabled
23. Clothing Type	BLU Blue	UK Unknown	/Macho	21 Chest	5 Endangered
99 Unknown	BRO Brown	AL Albino	16 Very Feminine	22 Stomach	7 Voluntary Adult
01 Well Dressed	GRN Green	DB Dark Brown	/Effeminate	23 Back	9 Unknown
02 Formal	GRY Gray	LB Light Brown			
03 Poorly Dressed	HAZ Hazel	MB Medium Brown	35. Speech	38. Scars/Marks/Tatoos	52. Missing Person Status
04 Military	PNK Pink	OL Olive	99 Unknown	B Back	M Missing
05 Casual		FA Fair	01 Southern Accent	BA Both Arms	R Recovered
06 Sports/Athletic	27. Eye Defect		02 Foreign Accent	BH Both Hands	B Missing & Recovered
07 New Wave/Punk	None	31. Complexion	03 Lisp	BL Both Legs	
08 Western	99 Unknown	99 Unknown	04 Stammer/Stutter	C Chest	55. Missing Person
09 Work Clothes	01 Glasses	01 Acne	05 Impaired	F Face	Recovery Code
	05 Sun Glasses	02 Freckles	06 Normal	H Head	1 Voluntary
24. Hair Color	07 Blind	03 Pockmarked	07 Mute	LA Left Arm	2 Located / Not Returned
XXX Unknown	09 Cross-eyed		08 Jive	LH Left Hand	3 Hospitalized
BLK black	10 Cockeyed	32. Hand Use		LL Left Leg	4 Human Resources
BLN Blonde	11 Squints	UK Unknown	36. Impersonate	N Neck	(State) Custody
BRO Brown	12 Glass eye	AM Ambidextrous	None	RA Right Arm	5 Law. Enforcement
GRY Gray	14 Enlarged	LH Left handed	01 Wore mask	RH Right Hand	Custody
RED Red/ Auburn	18 Cloudy	RH Right Handed	11 Delivery Person	RL Right Leg	6 Returned to Parents
SDY Sandy			12 Drunk	S Stomach	7 Deceased
WHI White	28. Facial Hair	33. Jewelry	14 Female		99 Unknown
	99 Unknown	None	15 Male	40. Injury Extent	
25. Hair Style	01 Clean Shaven	UK Unknown	18 Police Officer	01 None	57. Drug Type
99 Unknown	02 Full Beard	R Ring	20 Salesperson	02 Minor	01 Amphetamine
01 Bald	03 Partial Beard	WA Watch	23 Utility Employee	03 Serious	02 Barbiturate
02 Afro	04 Thick Mustache	ER Ear Ring(s)	Other (List)	04 Fatal	03 Cocaine
04 Crew Cut	05 Thin Mustache	B Bracelet			04 Hallucinogen
05 Short / Above Collar	06 Fu man Chu	NE Necklace	37. Amp / Deform	42. Type Injury	05 Heroin
06 Short/Curly	07 Sideburns		None	00 Not Injured	06 Marijuana
08 Long/Straight	08 Stubble	34. Oddity / Trait	99 Unknown	99 Unknown	07 Methamphetamine
09 Long/Curly		None	01 Cauliflower Ear	01 Gunshot	08 Opium
10 Ponytail		99 Unknown	02 Cleft Chin	02 Stab Wound	09 Synthetic Narcotic
		01 Apologetic	04 Club Foot	03 Laceration	U Unknown
		02 Brutal	05 Crippled/Short Leg	05 Broken Bone(s)	
			07 Deformed Arm		