

TRURO POLICE DEPARTMENT

ADMINISTRATIVE & FIELD REPORTS

Policy Number: ADM-1.02

Effective Date: June 1, 2000

Revised Date: January 10, 2007

REFERENCE: Collective Bargaining Agreement, TPD Forms Book, www.truropolice.org

Accreditation Standards: 13.1.1, 82.2.1

Mass. Gen. Law

Other:

- I. **POLICY:** Members of the Truro Police Department shall contribute to the overall efficiency of the department by using the following forms when appropriate.
- II. **PROCEDURE:** The following reports, forms and checklists shall be utilized in conjunction with department policy or practice. The department policy, contract, rule, memos, orders, and form instructions shall be followed when these are completed. A large majority of these forms are online at www.truropolice.org.
- III. **REPORTS**
 - A. **Administrative Reports:**
 1. **CRUISER/EQUIPMENT CHECK SHEETS** – these reports are to be completed at the beginning of each officer scheduled shift the first day of each month. The purpose of this report is to keep and record the operational readiness of our equipment, cruisers/utility trailer. The reporting officer(s) shall complete the form, note any missing items, discrepancies, and attempt to correct the problem. If the problem cannot be corrected, the officer shall fill out a cruiser maintenance request (listed below) and by listing the problem on the check sheet. The check sheet shall be turned in to the Lieutenant. *Revised Aug 13, 2008*

2. **WEAPONS QUALIFICATIONS REPORTS** – these reports are for training purposes and are to be completed after each qualification or weapons training session. The Chief of Police shall be notified of the scores, and store reports in the training file. *(Jan 30, 2002)*
3. **TIME OFF REQUESTS** – these reports are to be completed by all officers, Telecommunicators, and sergeants for the purposes of requesting time off. This shall be done online unless using the website forms section. Requests made by members of the Patrol Division shall be submitted to the Staff Sergeant or the Lieutenant in his absence. Requests made by the Communications Division shall be submitted to the Communications Supervisor, in her absence. Requests shall be approved as directed by the procedures of the bargaining agreement and any provisions made by the Chief of Police. Requests shall be forwarded to the Administrative Assistant and the Prosecutor for their use. *Revised January 10, 2007*
4. **CRUISER/BUILDING MAINTENANCE REQUESTS** – these reports shall be submitted by all members of the patrol division when a problem arises with a cruiser. The instructions on the requests shall be followed. The requests are found under the key box in the Communications room. The cruiser maintenance officer shall make the repair arrangements, and shall record this, and subsequent repair data in the in house computer system's cruiser maintenance log. *Revised January 10, 2007*
5. **MONTHLY REPORTS** – the Chief of Police completes this report for the purposes of reporting the state of the department on a monthly basis to the Board of Selectmen. This report is public record.
6. **ANNUAL REPORTS** – this report is a state of the department statement, and includes events, incidents and analysis of activity over the period. It shall be completed annually by the Chief of Police, and is published in either the Annual Town Report, or in another accessible format. This report is distributed to the Board of Selectmen, and is public record.
7. **SHIFT BID REQUESTS** – this request is completed by all full time members of the department, with exceptions, and is completed every six weeks. Bids shall be completed online using the website forms section. Bids are submitted to the Lieutenant and are regulated by the collective bargaining agreement. *Revised January 10, 2007*
8. **EQUIPMENT INVENTORY REPORTS** – These reports shall be submitted periodically by all employees as requested by the Chief of Police.

9. **CITATION INDEX LOG** – This log will be maintained by the Administrative Assistant, and shall track all Massachusetts Citations that are in control of the department.
10. **OATH OF OFFICE FORM** – This form is completed at the Truro Town Hall after employees take their oath of office. This form shall be submitted to the Chief of Police.
11. **POLICY ACTION MEMO** – This memo is used as an internal tracking of all rules and regulations, policies and procedures that are issued, modified, deleted and/changed. The directions on the memo should be followed and returned to the Chief of Police.
12. **REQUEST FOR POLICE REPORT-** This report should be used by the general public requesting reports or copies of incidents, log entries, forms, or any other authorized documents of the Truro Police Department. If such records are authorized for release (see Media Relations and Request for Reports Policies) the Administrative Assistant shall require such form to be completed, submitted to him/her, along with a check or money order for \$5.00. *Cash is not accepted at any time.*
13. **EMPLOYEE PERFORMANCE EVALUATION FORMS** – This form, and the related Rater Evaluation Form are to be completed annually in June. The directions in the policy entitled (Performance Evaluation) should be followed. These completed forms will be turned into the Lieutenant.
14. **CITIZENS COMPLAINT FORM** – These forms will be utilized by the public and shall be submitted to the Lieutenant.
15. **INTERNAL AFFAIRS REPORTS** – These reports must be typed, but must not utilize the in house computer system for the storage of the original reports. An incident number will be created in the in house computer system (Pamet System) if the investigation was not initiated by a police action. The incident will be logged as an Investigation, and records of such investigation, including the results and actions, will be kept in a secure file in the Chiefs Office. If a report is completed using the Pamet computer system, the report will be coded IA and will have limited access. *Revised January 10, 2007*
16. **SENIOR CITIZENS CALL IN LIST** – This list is used daily for the Senior Citizen Reassurance Program. It is used as a guide recording who called in.

17. **SHIFT SWITCH REQUEST** – Employees who wish to switch their shifts with another employee of the same classification shall request permission from any sergeant or rank above, or the C/S in the Communications Division to do so. Said request can now be made online. The completed and approved form shall be forwarded to the A/A and the Staff Sergeant. *Revised January 10, 2007*
18. **BILL FOR EXPENSES – REIMBURSEMENT FORM** – Employees may submit a bill for authorized expenses incurred while away utilizing this form. Receipts should be obtained unless otherwise directed by the Chief or the labor agreement.
19. **ALARM REGISTRATION FORM** – This form should be utilized when a homeowner installs an alarm system.
20. **FIREARMS LICENSE APPLICATION** – This state form should be used when applicants request for a new or re-new their FID or license to carry. This form is also online on the department Website.
21. **FIREARMS CHANGE OF ADDRESS FORM** – This form should be used by citizens wishing to transfer their FID or LTC to a Truro address.
22. **FIREARMS TRANSACTIONFORM (buy/sell/lease)** – This should be used when any of the aforementioned transactions occur between parties.
23. **FID/LTC LOST OR STOLEN REPORT FORM** – Used by holders who either lost or are reporting their license stolen. If stolen in Truro, an incident report should accompany this form.
24. **PRIVATE DETAIL FORM** – This form shall be completed by any municipal officer working a private detail in Truro. It shall be fully completed, signed by the parties, and submitted to the Administrative Assistant for payment. If the company issues a company generated detail slip, the TPD Detail Form shall still be completed.
25. **911 DISCREPANCY FORM** – This shall be utilized when an address discrepancy occurs in relationship to the address on the ALI/ANI screen after a 911 call.
26. **911 DISABILITY INDICATOR FORM** – Should be used when the 911 systems indicated trouble or is disabled. An incident should be made detailing this event. *(Revised Jan 30, 2002)*

27. **REQUEST FOR CRIMINAL HISTORY CHECK** – Upon the request of a citizen, this shall be used to request a check for criminal history on behalf of an outside party (other than police). This form shall be submitted to the Administrative Assistant.
28. **REQUEST FOR SEX OFFENDER HISTORY CHECK** - Upon the request of a citizen, this shall be used to request sex offender information. It shall be submitted to the Administrative Assistant.
29. **SEX OFFENDER REGISTRATION/CHANGE OF ADDRESS FORMS** – This form should be used by persons who are mandated by law to register with the police department their history concerning sexual offenses. It shall be submitted to the Administrative Assistant
Revised January 10, 2007
30. **PAYROLL SHEETS** – For internal use by employees to record all attendance, overtime and related matters for payroll purposes. It shall be submitted to the Administrative Assistant
31. **SICK DAY REPORT FORMS** – This report should be filled out by every employee who called in sick for their previous shift. It should be forwarded to the Chief of Police. This may be done online using the website’s form section. *Revised January 10, 2007*
32. **DETAIL/OT FILLING FORMS** – This form should be used in conjunction with department policies and procedures, and the labor agreement. It is used to track the dissemination of personnel overtime and details. These are located in communications in the black book.
33. **LOST AND FOUND ANIMAL LOG** – Used by desk officer and/or Telecommunicators who take a report of a lost or found dog or cat. A description shall be taken of the animal, and if needed, the dog officer should be notified. This form acts a record in case a previously report lost animal is found by a citizen.
34. **APPLICATION(S) FOR EMPLOYMENT** – These forms are job specific, (patrol and communications) and designed to collect information as the first step in the employment process. Attached forms include CORI authorizations, background authorizations, and background information forms, social security verification forms and the like. All applications are be forwarded to the Chief of Police.
(Revised September 30, 2004)

B. Operational and Field Reports:

1. **INCIDENT REPORTS** – These reports are the main reporting mechanism of the Truro Police Department. When directed by any policy, directive, regulation or law, or upon demand of the Shift Commander, an incident report shall be completed using the in house computer system (Pamet System). When any policy calls for a written report, the incident report system shall be used. The report will be typed prior to the end of an officers shift unless permission from the shift commander is granted, under an incident number created by a Telecommunicator, and will include all pertinent facts about any incident, domestic disturbance, arrest, complaint, crime, or other matter as directed by policy. Incident reports involving no arrest shall be submitted to the Staff Sergeant. Any incident report involving an arrest shall be forwarded to the Prosecutor/Investigator. It is imperative that complete *master card (otherwise known as booking)* information be obtained for each individual or entity in the incident, for inclusion in any report. A supplemental incident report should be completed when an ongoing investigation, new information, or follow-up is required of the incident. The report shall be entitled *supplemental incident report* under the original incident number created for the incident. This shall be filed the same way as an initial incident report. Reports excluded from this section include active confidential reports, active investigations of a confidential or classified nature, or any other report exempted by policy, procedure, rule or regulation, or order of the Chief of Police. Confidential investigations that are closed should be filed as described above.
2. **MISSING PERSONS REPORT FORM** – This report will be utilized as a check sheet or reference guide to obtain as much information as possible in missing persons situations. In missing persons incidents, a full incident report is also required.
3. **NEGLECT OR ABUSE OF CHILD (51A) FORM** – This report should be filled out and forwarded to the address on the form. An incident report should accompany this form.
4. **USE OF FORCE INCIDENT REPORT** – If the use of force, or alleged use of force is the result of any incident, a hard-copy of the incident report, detailing fully the circumstances of the use of force, shall be submitted to the Chief of Police. A separate report is not needed. *Revised January 10, 2007*

5. **PURSUIT INCIDENT REPORT** – A hard copy of the incident report, fully detailing the circumstances of the pursuit, shall be submitted to the Chief of Police. A separate report need not be completed. *Revised January 10, 2007*
6. **PRIVATE PROPERTY TOW FORM** – This form should be used in conjunction with policy (OPS-6.12 and OPS-6.04) and should be completed by the owned of the property. Although a full incident report is not required, a hardcopy of the incident should be printed and filed along with this report.
7. **MOTOR VEHICLE INVENTORY REPORT** – This form shall be completed when removing any vehicle as the result of some police action and/or as defined in policies (OPS-6.12 and OPS-6.04). This form shall become part of the incident record hardcopy and filed as such.
8. **HATE CRIME REPORTING FORM** – This form, along with an incident report, shall be completed in all circumstances involving any hate crime complaint. The form shall remain part of the incident record hardcopy and filed as such.
9. **DOMESTIC ABUSE RIGHTS FORM** – This form shall be used in conjunction with Massachusetts General Laws Ch. 209A and policy (OPS-6.06). It shall be read to any victims or potential victims involved in this incident, and shall be signed by both the victim and the officer. It shall become part of the incident record, and filed with the hardcopy of the incident report.
10. **DMV STICKER** – This sticker shall be used in conjunction with policy (OPS-6.04). It should be affixed on any vehicle deemed disabled or possibly abandoned on any public way in Truro.
11. **MASSACHUSETTS MOTOR VEHICLE CRASH REPORT** – This form shall be completed in all reported motor vehicle accident in Truro, regardless of the assessed damage amount. This form also serves as an information exchange form. Every officer shall complete this report on scene if possible, then forward to the Telecommunicator on duty, who will type the information in the in house computer system. This report will be submitted to the Staff Sergeant. If an arrest, charges, or other circumstances warrant, an incident report shall be filed as well, and forwarded to the Investigator/Prosecutor. *(Jan 30, 2002)*

12. **REQUEST FOR IMMEDIATE THREAT, LICENSE SUSPENSION FORM/ SEIZURE FORM** – This report should be completed and faxed/sent to the Registry of Motor Vehicles. An incident report should also be filed. This will be filed as part of the incident record. *Revised January 10, 2007*
13. **NO TRESPASSING ORDER** – This form should be used if a person requests another party stay or remain off private property that they own and/or control. This form should be completed and signed by all parties, and remain on file as part of the incident record.
14. **VICTIM/WITNESS STATEMENT** – This form should be given to victims and/or witnesses for written statements. The statements should be signed and retained with the incident record. The handwritten statement should be typed for clarity only.
15. **UNPROTECTED EXPOSURE FORM** – This form should be used in conjunction with policy (OPS-8.06) and when an employee suspects that they have been exposed to potential infectious diseases.
16. **AIRCRAFT ACCIDENT CHECKLIST** – This checklist, as contained in policy (OPS-9.01) should be utilized if this type of incident occurs.
17. **HAZARDOUS MATERIALS CHECKLIST** – This checklist should be used when a hazardous materials incident occurs.
18. **RELEASE OF PROPERTY FORM** - This form should be used when releasing property from department custody. This form should be signed by the officer and the owner/controller and retained in the incident record.
19. **GBC/GI FORM** – These forms are used to record information issued by the Barnstable County Communications Center. These are kept in Communications and disseminated as shift changes if needed.
20. **NON-TITLED MOTOR VEHICLE FORMS** – This is a Registry of Motor vehicles form designed for police officers to verify VIN's on vehicles.

21. **PHOTOGRAPHIC LOG** – This form is used whenever photographs are taken of any incident, crash or scene for the Truro Police Department or any requesting agency. The form shall be completed with an incident report, and shall be kept with the case file as a hard copy. Film and pictures shall be labeled and submitted as evidence and filed by an evidence officer.
22. **CI PERSONAL HISTORY FORM** – This form is to be used in conjunction with OPS-6.23 by the Investigator for tracking personal information of cooperating individuals. This must be kept by the investigator in the CI File per the policy. *(Revised September 16, 2003)*
23. **CI CLAIM FORM RELEASE** – This form is to be used in conjunction with OPS-6.23 by the Investigator indemnifying the police department and its employees with liability from the CI. This must be kept by the investigator in the CI File per the policy. *(Revised September 16, 2003)*
24. **CI CODE OF CONDUCT FORM** - This form is to be used in conjunction with OPS-6.23 by the Investigator. The CI must sign and understand the Code of Conduct prior to working. This must be kept by the investigator in the CI File per the policy. *(Revised September 16, 2003)*
25. **CI WORKING AGREEMENT** - This form is to be used in conjunction with OPS-6.23 by the Investigator. The CI must sign and understand the working agreement (terms and conditions of his/her use). This must be kept by the investigator in the CI File per the policy. *(Revised September 16, 2003)*
26. **CI CONCEALED TRANSMITTER/RECORDING CONSENT FORM** - This form is to be used in conjunction with OPS-6.23 by the Investigator to obtain written permission from the CI to allow and consent to a transmitter and/or recording device in the course of the CI's duties. This must be kept by the investigator in the CI File per the policy. *(Revised September 16, 2003)*
27. **CI ACTIVITY RECORD** – This form will be used to track the activity of a CI. *(Revised September 16, 2003)*
28. **APPLICATION TO RIDE-ALONG** – This form is completed by a citizen requesting to ride with an officer. It will be used with policy OPS-9.08 *(Revised September 16, 2003)*

29. **SHOW UP IDENTIFICATION CHECKLIST** – This form is to be used by officers/investigators who conduct a show up in accordance with department policy and as guided by the District Attorney’s Guidelines on Investigations and Interrogations. The checklist will be kept with the case folder. *(Revised September 30, 2004)*
30. **PHOTO ARRAY IDENTIFICATION CHECKLIST** - This form is to be used by officers/investigators who conduct a photo array in accordance with department policy and as guided by the District Attorney’s Guidelines on Investigations and Interrogations. The checklist will be kept with the case folder. *(Revised September 30, 2004)*
31. **PHOTO ARRAY COMPOSITION CHECKLIST** - This form is to be used by officers/investigators who conduct a photo array in accordance with department policy and as guided by the District Attorney’s Guidelines on Investigations and Interrogations. The checklist will be kept with the case folder. *(Revised September 30, 2004)*
32. **ELECTRONIC RECORDING/INTERVIEW FORM** – This form is to be used by officers/investigators who conduct an interview of a suspect or other person defined by case law or MGL in accordance with department policy and as guided by the District Attorney’s Guidelines on Investigations and Interrogations. The form will be kept with the case folder. *(Revised September 30, 2004)*
33. **CHILDRENS COVE CONSENT FORM** – This form is to be used when interviewing or coordinating an investigation that involves the District Attorney’s Children’s Cove Office. It should be completed and forwarded to Children’s Cove, with a hardcopy in the case folder. *Revised January 10, 2007*
34. **209A WEAPONS LETTER** – To be used when the department has taken into its temporary possession any firearms from a person who has an active restraining order or similar court order. *Revised January 10, 2007*
35. **INVESTIGATORS CHECKLIST** – This checklist is designed to assist an officer or the Investigator in the performance of investigatory duties. *Revised January 10, 2007*
36. **SUSPICIOUS ITEM/PACKAGE CHECKIST** – Issued by Barnstable County to assist the Telecommunicator to process a call of a suspicious package. *Revised January 10, 2007*

37. **UNNATENDED DEATH CHECKLIST** – To be used at all unattended death as a guide to assist officers of what actions to take and who to notify. *Revised January 10, 2007*

V. Booking Reports/Forms/Checklists

1. **BOOKING REPORT/SHEET** – This report is completed when booking any detainee into the facility. This report is completed using the in house computer system in the booking area. The program will prompt users of the required information to be recorded. The system will record the information internally, and will also print a hardcopy out. This report includes signature areas for arresting officers, booking officers, bail commissioners, and supervisor on duty. The form also includes a signature area for the accounting of and returning property of the detainee. This form shall serve as the original. This report shall accompany any other reports required, and shall be forwarded to the Prosecutor/Investigator for court action, or the Staff Sergeant if no court action is immanent.
2. **PRISONER MEDICAL SCREENING REPORT** – This report shall include a full medical screening for all persons booked into the custody of the Truro Police. It shall remain as part of the incident record hardcopy. It is not considered public record.
4. **MIRANDA WARNING** – This form should be used when conducting a criminal investigation where the warning would be mandated. *(Added August 25, 2004)*
5. **SAFE HARBOR FORM** – This form should be used in accordance with the law. *(Added August 25, 2004)*
6. **ARREST FOLDER CHECKLISTS** – These check sheets are to be completed for any case that involves an arrest, criminal summons, citation arrest, warrant arrest, other court action or protective custody. These are designed to guide the Telecommunicator or officer for proper court preparation. They are, respectively *Revised January 10, 2007*
 - a. Criminal Citation Arrest Checklist
 - b. Criminal Citation Court Checklist
 - c. Criminal Summons
 - d. Non Motor Vehicle Arrest Checklist
 - e. OUI Arrest Checklist
 - f. Protective Custody Checklist
 - g. Warrant Arrest Checklist

7. **BATS DATE CORRECTION FORM** – This form shall be used if the data or other problem with the breath test machine is incorrect. A copy of this form shall be forwarded to BATS Maintenance Officer *Revised January 10, 2007*

8. **CONSULAR FORMS** – These forms shall be utilized when the arrest or detention of a foreign national has been made. Instructions are located in the booking room for each form. A copy of any forms used shall be kept in the arrest case folder. The forms are: *Revised January 10, 2007*
 - a. Consular fax form
 - b. Consular notification form
 - c. Consular notification summary sheet