

**SILVER BAY POLICE DEPARTMENT  
INITIAL COMPLAINT REPORTS (ICR'S)**

**POLICY #D-5**

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**I. PURPOSE**

To establish procedures to ensure accurate and prompt reporting of all incidents reported to or received by the Silver Bay Police Department

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**II. POLICY**

The proper and timely preparation of an Incident Complaint Report (ICR) is vital to the effective and efficient operation of the Department.

An Incident Complaint Report shall be completed for every report needed incident in which an Officer becomes involved. In the case of more than one Officer responding to the same incident, only one Incident Complaint Report should be filed, however all Officers should be attached to the call.

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**III. PROCEDURE**

**A. INITIAL COMPLAINT REPORTS**

1. Any officer receiving, assigned, or dispatched to a call for service requiring a report shall complete an Initial Complaint Report in the Department's records management system. The Initial Complaint Report shall contain no less than the following:
  - a. Time, date, location, and Officer's assigned to incident;
  - b. All involved parties with full names, current address, and date of birth; updated to Name cards withing RMS.
  - c. Activity/Offense of incident, listing the most serious offense first;
  - d. In minor types of incidents, i.e. barking dogs, traffic warnings, parking citations, etc., ICR may be substituted by CAD (computer aided dispatch) comments only if the CAD comments clearly state the nature and disposition of the incident;
  - e. In any case involving a citation or criminal charges, in any case that may require follow up investigation, or in any case that contains more details or information that cannot be properly added as a CAD comment, an incident report narrative shall be completed within the Initial Complaint Report.
  - f. In Mutual aid situations, Officers will create and AOA call and complete ICR under Silver Bay Police Department case. Officer will link the AOA call with other Agencies original ICR.
2. Printed copies of Initial Complaint Reports are not necessary unless a case file is assigned, in which a printed copy should be placed in the file along with any other reports or forms.

3. Initial Complaint Reports shall be completed prior to the end of the Officer's daily working period for in-custodies and for other agencies reports (probation, Social Services ect.) or unless approved by the Chief of Police.

#### **B. EXCEPTIONS AND REQUIREMENTS FOR EXCEPTIONS**

1. In certain circumstances, it is understood that an Officer may not be able to obtain all pertinent personal information from the parties they are dealing with. The Officer, however, should make every attempt to gather this information using the tools available, i.e. RMS records, DVS records, etc.
2. In the event an Officer receives or is assigned an incident at or very near the end of their assigned shift, or if the Officer is actively investigating an incident that was reported earlier in their shift, the Officer is allowed to complete the Incident Complaint Report the following day unless circumstances would dictate otherwise, i.e. Officer safety, arrest of a person, need to follow up investigation, seriousness of incident, likelihood of public contact regarding the incident, etc.
3. If an Officer is scheduled for days off immediately following the receipt or assignment of an incident, the Initial Complaint Report shall be completed prior to the end of the daily working period.
4. In all cases, the Initial Complaint Report shall be completed no later than the following day after receipt or assignment to an incident.

#### **C. REVIEW**

1. The Chief of Police and Sergeant or designee are responsible for monitoring and reviewing the Initial Complaint Reports for completeness and timeliness.
2. Incomplete Initial Complaint Reports will be returned to the Officer with the request for additional data or corrections.

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**IV. SUPERVISORS SIGNATURES**

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Cole W. Ernest  
Chief of Police

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Sergeant

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**V. EFFECTIVE DATE:**

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**VI. REVISED DATE:**

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**DATE REVIEWED**

**SIGNATURE**