

**SILVER BAY POLICE DEPARTMENT  
INVESTIGATION REPORTS AND FORMS**

**POLICY #D-6**

---

**I. PURPOSE**

To establish procedures to ensure accurate and prompt recording of fact in the form of an investigative report and/or Department form for all incidents requiring additional investigation beyond that of an Incident Complaint Report.

---

**II. POLICY**

The accurate preparation and timely completion of an investigative report and/or Department form(s) is vital to the effective and efficient operation of the Department.

Every police officer of the Department will complete an investigative report and/or accompanying Department form(s) for every report needed incident in which they become involved that would require investigation beyond what is required of an Incident Complaint Report.

---

**III. DEFINITIONS**

**A. Investigation Report:** A chronological, narrative report containing all pertinent facts of an investigation. The report is to include information on any stolen/missing property and its value, victim and witness statements, officer observations, etc.

**B. Department Form:** Any authorized form used by the Department for the accurate reporting and completion of an investigation to include, but not limited to, the following:

- Evidence Report
- Photograph Log
- Implied Consent Form
- Notice and Order for Revocation Form
- License Plate Impoundment Form
- Death Investigation Field Report
- Notice and Intent to Forfeit Property Form
- Stolen Vehicle Report
- Missing Persons Report
- Child Custody Notification 72-hour Hold Form
- State of Minnesota Accident Report Form

\*\*\*The above list is not all-inclusive. Additional forms may be necessary depending on the type of investigation being conducted\*\*\*

- C. Lead Investigating Officer:** The Officer that will be conducting or overseeing an investigation. In certain cases, a new lead investigating officer may be assigned by the Chief of Police or Sergeant.
- 

#### **IV. PROCEDURE**

##### **A. Investigation Reports**

1. Every Officer involved in an incident that requires additional investigation beyond what is required for an Initial Complaint Report (ICR) shall complete an investigation report in the Department's records management system.
2. In the case of more than one officer being involved in or responding to the same incident, all officers shall be required to complete an investigation report.
3. Investigation reports should be completed as soon as reasonable after an incident has been investigated. In the case of ongoing investigations, additional or supplemental investigation reports should be completed on a regular basis as the investigation proceeds.
4. In the event an arrest has been made during an investigation and the suspect is in custody, the investigation report shall be completed prior to the end of the Officer's daily working period unless the Officer is scheduled, or has decided, to return to work within a reasonable time to complete the report making sure to allow for prosecutorial review and completion of a complaint prior to the arraignment deadline. A draft report shall be allowed in instances where an investigation is ongoing and/or time does not allow for the completion of the final report.

##### **B. Forms**

1. Every Officer involved in an incident that requires additional investigation beyond what is required for an Initial Complaint Report (ICR) shall complete the appropriate and necessary forms for the type of investigation they are investigating.
2. In the case of more than one officer being involved in an investigation, the lead investigating officer, or their designee, is responsible for completing any necessary Department forms that would be required for the accurate preparation and completion of an investigation.
3. Department forms should be completed as soon as reasonable after an incident has been investigated. In the case of ongoing investigations, additional or supplemental department forms should be completed on a regular basis as the investigation proceeds.
4. In the event an arrest has been made during an investigation and the suspect is in custody, any required Department form shall be completed prior to the end of the Officer's daily working period unless the Officer is scheduled, or has decided, to return to work within a reasonable time to complete the forms making sure to allow for prosecutorial review and completion of a complaint prior to the arraignment deadline.

5. All State of MN accident report forms should be completed as soon as reasonable after the completion of the accident investigation. In cases where the Officer has obtained all the necessary information for the accurate completion of the accident report form, the form should be filed no later than the day after the accident. In cases where the information is not readily available, the officer will make every attempt to gather such information in a timely manner and should complete the accident report form as soon as the information is received. If an Officer is scheduled to be on vacation or days off immediately following the investigation of an accident and has all the necessary information for the accurate completion of the accident report form, it shall be completed prior to the end of the Officer's working period.

#### **C. Review**

1. The Chief of Police and Sergeant are responsible for monitoring and reviewing all investigation reports and department forms for completeness, accuracy, and timeliness.
2. Incomplete investigation reports and Department forms will be returned to the Officer with the request for additional data or corrections.

**SILVER BAY POLICE DEPARTMENT  
INVESTIGATION REPORTS AND FORMS**

**POLICY #D-6**

---

**V. SUPERVISORS SIGNATURES**

---

Cole W Ernest  
Chief of Police

---

Sergeant

---

**VI. EFFECTIVE DATE:**

---

**VII. REVISED DATE**

**SILVER BAY POLICE DEPARTMENT  
INVESTIGATION REPORTS AND FORMS**

**POLICY #D-6**

---

**DATE REVIEWED**

**SIGNATURE**