

		<b>DIRECTIVE 4.1</b>
SUBJECT <b>Felony Reports</b>		NO. PAGES 3
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ISSUED BY: Chief Michael J. Szczerba <i>Michael</i> Chief of Police Reviewed: 07/13/2010		

## Felony Reports

### Directive 4.1

All personnel are required to follow the below format when writing felony incident reports. This format is consistent with the outline used by our Criminal Investigations Division and also maintains uniformity with most other police agencies in the State of Delaware. Due to the current configuration of the Law Enforcement Investigated Support System (LEISS), officers should place the required information in the listed generated components of the report.

1. Interview of the Victim:

Located in the Participants Statements of the automated crime report, list the day, date, time and location where the person is interviewed. **Note:** if multiple victims, they must all be interviewed or an explanation as to why they were not interviewed. In assault cases the physical appearance of the victim will be noted in detail, including such things as cuts, bruises, etc, and the type and condition of the victim's clothing. If a formal written statement is obtained, simply summarized and refer to the statement. If typed on a word processor this can be copied and pasted in the Participants Statements.

2. Interview of the Defendant or Suspect:

Located in the Participants Statements of the automated crime report, list the day, date, time and location where the person is interview. Also include a brief explanation as to how the suspect or defendant came under suspicion. If the defendant or suspect is listed in the report but is not interviewed, the reason should be explained. If the listed suspect or defendant is apprehended shortly after the offense or near the scene, a description of his clothing and shoes and the condition of those items should be recorded here. If a formal written statement is obtained, simply summarize and refer to the statement. If typed on a word processor this can be copied and pasted in the Participants Statements.

3. Interview Witness:

Located in the Participants Statements of the automated crime report, list a detailed interview with a witness to an offense, or with anyone having knowledge bearing on the matter. If a formal statement or taped interview is obtained, then only a short summary is needed with reference to the attachment. If typed on a word processor this can be copied and pasted in the Participants Statements. A search for potential witnesses must be made and that effort documented here, even if the individual could supply no information of value. Any immediate neighbors who were not at home during the initial investigation will be noted in this subsection so that a follow-up can be made if necessary.

4. Investigative Action:

A sequential or chronological recording of all investigative steps from the time the officer was assigned to the case, to its conclusion.

5. Examination of Crime Scene:

A detailed account of what the investigator did and observed at the scene. [REDACTED] therefore, the investigator should make a thorough attempt to identify and collect any physical evidence that might prove useful in identifying the perpetrator or establish a fact in court. Such things as [REDACTED] [REDACTED] must be searched for and their presence or absence documented in this subsection of the report. The very nature of a particular crime will dictate what specific type of evidence might be found at the scene.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

6. Evidence:

All evidence located must be entered in the Evidence Collection part of the Automated Report. Officers will describe all evidence in detail This will include the date, time and location where evidence was found and its connection to the case shall be listed. Also the disposition of the evidence and any additional links in the chain of custody must be recorded.

7. Stolen Property:

If any of the stolen property meets the criteria for entry in to the NCIC, such entry should be made and noted in the various reports. If there was any recovered property, indicate the date, time, location and circumstances of the recovery. Also property receipts should be included attached to the report.

8. Prosecutive Action:

If an arrest is made, list all charges, court magistrate and disposition for all defendants.