



# POLICE SCIENCE

## Investigation and Report Writing



In our efforts to address quality of life issues and reduce crime, we must make a concerted effort to provide professional police service to the community. Therefore, a Complaint Report will be prepared as per guidelines within the Patrol Guide. Remember, “Refer the complaint, NOT the complainant.”

The member of the service conducting the preliminary investigation plays a key role as the Crime Reporting System begins. A thorough, systematic, professional preliminary investigation is essential so that all available information is utilized to prepare a complete and accurate Complaint Report. The ***Crime Complaint Reporting System Reference Guide*** is available in the Department’s Intranet to assist members of the service in the proper classification of incidents requiring investigations by the police.

### **FORMS AND REPORTS**

Forms and reports will be prepared whenever Department policy mandates or other needs arise. A police officer on patrol will prepare Department forms such as Aided Report, Complaint Report, etc. These reports involve filling in applicable captions and completing a short narrative describing the event. A good report should be concise, complete and correct; it also needs to be easy to interpret by the reader. Use simple language to avoid misunderstandings.

One of the most important Department forms is our *Official Letterhead*. This is white bonded paper with the Department seal and title preprinted on the uppermost portion. It is used for official communications between this Department and all outside agencies, departments and persons not connected with the New York City Police Department. A *Typed Letterhead* is used for our official correspondence within this Police Department. It is commonly referred to as a 49 or UF-49. You need to know how to prepare these reports on a blank sheet of paper as well as pre-printed forms.

### **Department Reports Must Answer The Following Questions:**

- **WHEN?** State the date and the time(s) when the offense was committed and/or the suspect(s) apprehended.
- **WHERE?** Describe the geographical location of the crime scene, property or evidence.
- **WHO?** Record information regarding the victim(s), suspect(s), witness(es), owner(s) and property.
- **WHAT?** Record information as to the type of property damaged, lost, stolen, or offense committed (e.g., robbery, burglary).



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- **HOW?** Describe the general manner in which the offense was committed.
- **WHY?** Set forth what you believe motivated the offense.

The acronym **NEOTWY** includes both the questions that must be answered and the order in which the answers should appear in a narrative.

### **COMPLAINT REPORT FORMS AND PROCEDURES**

**Complaint** - An allegation of an unlawful act *OR* omission *OR* improper act *OR* other condition that requires an investigation to determine if an unlawful act or omission has occurred.

**Omniform** - A software program installed on Local Area Network (LAN) workstations designed to permit information from a complaint to be entered and stored on Department computers. This data is stored centrally in the Department's mainframe databases for subsequent crime analysis, mapping and auditing purposes.

**Omniform Index** - A report generated by OMNIFORM used to chronologically record complaints received and also serves as a catalog of complaints for a particular precinct.

**Complaint Report Worksheet** – A hand written form used by reporting members to record all complaints.

**Complaint Report (UF-61)** - A computer printout report generated by OMNIFORM and prepared from information received from complainants at the precinct of record or prepared from the Complaint Report Worksheet submitted by reporting members.

**Omniform Complaint Revision** - Used to record statistical information after the Complaint Report is prepared and signed off. It is normally completed by Detective Bureau personnel assigned to an investigation; however, there are occasions where the patrol officer may be filling out an Omniform Complaint Revision. This report will be filled out for the following:

- Crime classification changes, (e.g., assault to murder)
- Clearances (unfounded cases, initial arrest, voided complaints)
- Time & date of occurrence changes
- Location/jurisdiction changes
- Property (additional stolen property not previously reported, serial numbers obtained for property previously reported, recovered lost/stolen property, dead human is identified and property has been invoiced to the Property Clerk or Public Administrator)



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**Complaint Follow-Up Informational** - Used by reporting/investigative officers to report information of any other type. These reports are filled out for the following:

- Case progress reports
- Case closed, no results
- Results of interviews
- Canvasses
- Additional arrests on the same complaint

As is the case with the Omniform Complaint Revision, it is rare that a uniformed member of the service on routine patrol fills out a Complaint Follow-Up Informational; Detective Bureau personnel normally prepare it. Procedures pertaining to the Omniform Complaint Revision and Complaint Follow-Up Informational can be found in Patrol Guide procedure 207-09.

### **Where Are Complaints Recorded?**

Except in certain situations, complaints are recorded in the precinct of occurrence. Officers must be aware of those times when complaints are recorded elsewhere. Complaints occurring in the Transit or Housing Bureaus have a separate set of guidelines to follow. Complaints are not always recorded on Complaint Reports. The officer should be aware of which complaints are recorded on a Complaint Report and which are not. Patrol Guide procedure 207-02 lists those complaints not recorded on a Complaint Report and details where to record them.

### **Separate Complaint Reports**

In general, one Complaint Report will be prepared for each incident; however, there are certain times when more than one Complaint Report is needed for the same incident. The following is a list of these incidents:

- Every dead body
  - Dead on arrival (D.O.A.)
  - Homicide victim
  - Each perpetrator of a crime who is killed
  - Each person killed, seriously/critically injured and / or likely to die as a result of motor vehicle or bicycle collision
- Each victim of a sex offense
- Each victim of an assault
  - Unless if the assault is part of a robbery or a sex offense



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- Each additional person injured in an arson
  - Assault by fire or explosive

**Note:** *Critical injury will be determined based upon the on-scene assessment of Emergency Medical Services (EMS) personnel*

### **Examples:**

- A robbery of multiple bar patrons at one time, will require one Complaint Report, regardless of the number of victims. However, **if one of the victims is also the victim of a sex offense during the robbery, a separate Complaint Report will need to be prepared for that victim.**
- If a victim of rape was punched (assaulted) in the face during the rape, there would **not** be a separate Complaint Report for the assault, because the assault is related to the rape.

### **The Seven Major Felony Rule**

Generally, the “Seven Major Felony Rule” is applied for serious felonies. This means murder/robbery will be classified as murder. The “Seven Major Felony Rule” order of offenses, starting with the most serious, is as follows:

1. Murder and Non-Negligent Manslaughter
2. Rape (All Degrees)
3. Robbery
4. Felonious Assault
5. Burglary
6. Grand Larceny
7. Grand Larceny Motor Vehicle (A grand larceny motor vehicle coupled with a grand larceny from the vehicle will be classified as a grand larceny motor vehicle.)

**Note:** The attempt to commit an offense will be counted as the completed offense, except attempted murder, which will be counted as felonious assault.

Under this Seven Major Felony Rule, murder and robbery is classified as murder; rape and robbery is classified as rape; and so on. One exception occurs when grand larceny-motor vehicle is coupled with grand larceny of additional property that was in the vehicle. In this case, grand larceny-motor vehicle is the appropriate top offense.



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### “Seven Major Felony” Coupled With a “Non-Seven Major Felony”

Any of the seven (7) major felonies coupled with any other offense not within the seven (7) major felony categories, will be classified as the appropriate major felony. For example:

Murder + Kidnapping = Murder  
 Robbery + Criminal Sexual Act = Robbery  
 Kidnapping + Robbery = Robbery  
 Kidnapping + Rape = Rape  
 Identity Theft + Grand Larceny = Grand Larceny  
 Forgery + Grand Larceny = Grand Larceny  
 Criminal Mischief + Grand Larceny = Grand Larceny

### Non-Seven Major Felony

If the reported offenses are not one of the “Seven Major Felonies,” the incident crime classification will be determined in the following order:

#### **First: Sort by Category**

Felony before misdemeanor before violation; therefore, an incident involving a criminal mischief felony to a motor vehicle with a petit larceny (misdemeanor) theft of property from the vehicle will be classified as felony criminal mischief.

#### **Second: Sort by Classification**

If all offenses are felonies:  
 Select “A” felony before “B” felony before a “C” felony, etc.  
 If all offenses are misdemeanors:  
 Select “A” misdemeanor before “B” misdemeanor before “unclassified” misdemeanor.

#### **Third: Sort by Degree**

If all offenses are “B” felonies:  
 Select “1st degree” before “2nd degree” before “3rd degree”, etc.

#### **Fourth: Sort by Law Article and Section Number**

For example, if all offenses are 2nd degree “B” felonies, in the Penal Law, select Article 140 before Article 150, etc.

Here are some examples using the above guidelines:

Identity Theft 3° (“A” Misd.) + Petit Larceny (“A” Misd.) = Petit Larceny (“A” Misd.)  
 Identity Theft 1° (“D” Fel.) + Petit Larceny (“A” Misd.) = Identity Theft 1° (“D” Fel.)  
 Identity Theft 3° (“A” Misd.) + Grand Larceny 4° (“E” Fel.) = Grand Larceny 4° (“E” Fel.)  
 Identity Theft 1° (“D” Fel.) + Grand Larceny 3° (“D” Fel.) = Grand Larceny 3° (“D” Fel.)  
 Criminal Impersonation 2° (“A” Misd.) + Petit Larceny (“A” Misd.) = Petit Larceny (“A” Misd.)  
 Forgery 1° (“C” Fel.) + Grand Larceny 3° (“D” Fel.) = Grand Larceny 3° (“D” Fel.)



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### GUIDELINES FOR PROPER PRELIMINARY INVESTIGATIONS

Proper documentation of crimes and accurate classification of complaints is crucial to the Department's crime fighting strategies. Every member of the service has a responsibility to ensure Complaint Report Worksheets are prepared and proper notifications are made upon being informed that a crime has taken place. Therefore, to reinforce Department policy regarding crime reporting, members of the service are reminded that they must adhere to the following:

- Members of the service who (during the course of the initial interaction with a complainant) are informed that the complainant has been the victim of a crime, must document that incident on a Complaint Report Worksheet.
- Members of the service will make every effort to obtain the information necessary to complete all captions on a Complaint Report Worksheet relevant to the reported incident.
- Members of the service may not refer the complainant to another command or jurisdiction with a police agency (e.g., Amtrak, Port Authority, etc.) in situations where the incident occurred in a different command or jurisdiction within New York City.
- Members of the service on patrol may not direct a complainant to go to a precinct, police service area or transit district merely to have an initial report prepared.
- Members of the service on patrol may not direct a complainant who walks into a command to file a report, to return to the location of incident and call 911 for a patrol unit to respond to take a report.
- Members of the service will not take the following factors into consideration when determining whether a Complaint Report Worksheet is to be prepared:
  - The ability of a complainant to identify a perpetrator,
  - The complainant's willingness to follow through on an investigation,
  - The complainant's willingness to prosecute an offender,
  - The complainant's refusal to return to a command and speak with detectives,
  - The complainant's refusal to view photographs,
  - The complainant's ability to provide receipts for property they are reporting stolen (receipts are not required).



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- **The above situations require a Complaint Report Worksheet to be prepared and do not justify a complainant as being labeled “uncooperative.”**

There are times when members of the service may encounter a complainant who is either uncooperative or unwilling to provide information regarding a complaint. In situations such as these, members will comply with the following:

- If a member of the service encounters a complainant who has been the victim of a crime and the complainant provides information that established the elements of a crime to the member and then refuses to provide pedigree and contact information (name, address, date of birth, telephone number(s), email address(es), the member **MUST** request the response of the patrol supervisor.
- Ultimately, if the elements of a crime have been established and the complainant refused to provide pedigree and contact information, the patrol supervisor will direct the initial member of the service who encountered the complainant to prepare a Complaint Report Worksheet and classify the incident in accordance with the Department’s Crime Complaint Reporting System Reference Guide.
  - The complainant will be listed as “People of the State of New York”.
- **Members of the service will not finalize an assignment indicating that a report will be taken at a later date.**
  - If a complainant expresses their inability or unwillingness to remain at the scene to speak with a supervisor or return to the command to view photographs and/or speak with a detective, the member of the service is to obtain the complainant’s pedigree and contact information (name, address, date of birth, telephone number(s), email address(es) and generate a Complaint Report Worksheet.
- In all the above circumstances when the incident is recorded on a Complaint Report Worksheet, the incident will be documented, entered into the OMNIFORM system and a Complaint Report will be generated.
  - The Complaint Report is to be left “OPEN” to the appropriate investigative unit for further follow-up/investigation.



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Preliminary Investigation of Complaints (Other Than Vice Related or Narcotics Complaints) (P.G. 207-07)

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### Precinct Detective Squad (PDS)

- Any offense where a victim suffers a serious physical injury including assault.
- Robbery and a firearm or dangerous instrument was used or senior citizen (60 or older) is victim. If B/RAM (Burglary/Robbery Apprehension Module) exists, notify them in lieu of PDS.
- Burglary and the complainant is present or property valued over \$5,000 (\$10,000 in Manhattan) was taken or firearm or safe involved.
- Crime was committed with a unique/unusual modus operandi
- Complainant was victim of the same or similar crime within the last 6 months.
- Perpetrator may be identified or is known.
- Similar crimes have been committed in the vicinity (pattern).
- Complainant, or offense committed, may create unusual community or police interest.
- Impersonation of a police officer or other law enforcement officer.

**Note:** An impersonation of a law enforcement officer coupled with a robbery will be referred to the Internal Affairs Bureau – Police Impersonation Investigation Unit (PIIU), not the detective squad. Also, a notification to Internal Affairs **must** be made for **any** police impersonation.

**Note:** The Special Victims Division will investigate robberies committed by police impersonators, which include sexual assault, and the Police Impersonation Investigation Unit will assist in the investigation.

- Identity Theft
- Other complaints as deemed necessary by competent authority.

### Financial Crimes Task Force

- All cases involving identity theft related larcenies where loss is valued at \$5,000 or more or,
- There is a pattern involving more than one NYPD precinct





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### Major Case Squad

- Burglary or attempt of a bank or bank safe
- Larceny by extortion or attempt, from a bank
- Burglary of a truck's contents over \$100,000
- Larceny of a truck's contents over \$100,000
- Robbery of truck and contents by hijacking
- All robberies in warehouse depots or similar locations where the object of the crime is a truck or its contents
- All commercial burglaries in which value of stolen property exceeds \$100,000
- Art theft

### Joint Bank Robbery Task Force – Major Case Squad

- All armed bank robberies

### Highway District

- All motor vehicle or bicycle collisions which results in death, serious injury and likely to die or critical injury.

### Special Victims Division

- All sex crimes or attempts against any person of any age.
- Any allegation that a child less than eleven years of age is the victim of abuse inflicted by a parent or person legally responsible for the child's care.

*Note: If multiple offenses have occurred refer to the unit investigating the **most** serious offense.*

## THEFT OF ELECTRONIC DEVICES

### Abbreviations:

**CDMA** - Code Division Multiple Access

**GSM** - Global System for Mobile Communication



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**GSMA** - Global System for Mobile Communication Association  
**IMEI** - International Mobile Equipment Identity  
**MEID** – Mobile Equipment Identifier Number  
**EIR** - Equipment Identity Register  
**SIM** - Subscriber Identity Module

The problem of electronic device theft has grown exponentially, but it can and must be controlled. It is the responsibility of all patrol officers to conduct a preliminary investigation whenever the theft of an electronic device is reported and to accurately record the serial number and/or IMEI number or the Operation Identification number on all complaint paperwork in accordance with P.G. 207-36, Complaints Involving Cellular Telephones.

Every officer on patrol must realize the importance of solid information gathering. Each officer must recognize that the investigation begins when they arrive on the scene and begin to interview the complainant. They must have a thorough knowledge of, and be able to instruct the complainant on how to obtain the IMEI and/or serial number of their respective electronic devices. If it is simply not possible to obtain the necessary information at the time of the report, the reporting officer should note the reasons in the narrative section of the Complaint Report. The **desk officer** will ensure that the IMEI number, serial number, MEID number or Operation Identification number, or a reason for the lack thereof, is properly documented on the Complaint Report Worksheet. In those cases where the first responders were not able to ascertain said information, the **assigned detective** will prioritize that portion of the investigation.

**Patrol officers** will also take a more pro-active role in crime prevention and reduction. During the course of a typical day, **patrol officers** need to be more aware of identifying potential targets and alerting said targets to the possibility of becoming a victim.

Crime prevention through education is paramount; education of both M.O.S. and the general public. When patterns are established and identified, local precinct crime prevention officers will meet with members of the public in the affected areas (i.e. : shopping mall/business district) to alert the public of the condition and to educate them on how to prevent/deter the crime and significantly reduce their chances of becoming a victim themselves. The crime prevention officer, as well as patrol personnel, should bring to the attention of all segments of the community, the availability of emerging tracking apps such as “Find My iPhone”, “iGotYa”, “Gadgettrack”, “FamilyMap” and “WaveSecure” (note that some of these apps may not be official Apple or Android applications and may be specific to certain brands or models of smartphones, and may affect product warranty).

In the United States, cell phones operate on different network types, two of which are most common; CDMA and GSM. Verizon, Sprint and Metro PCS networks use



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CDMA. T-Mobile, AT&T and Nextel/Boost Mobile networks use GSM technology. Phones on CDMA networks are identified by MEID. These phones do not use SIM cards. The subscriber's account information is linked directly to the telephone's hardware. When CDMA phones are lost or stolen, service providers deactivate the phone, rendering it useless. Phones on GSM networks are identified by IMEI. These phones require SIM cards, which store the user's account information. SIM cards can be removed and installed on any GSM phone. GSM phones are attractive to thieves because they can resell them to a new user who simply has to install their own SIM card. When a GSM phone is reported lost or stolen, the service providers only deactivate the owner's SIM card so that the phone cannot be used to make calls on the owner's account.

When a person reports the theft of a cellular telephone, members of the service will direct complainant to contact service provider in your presence to report theft of cellular phone and request information from customer service representative regarding any calls made after theft occurred. Request that complainant obtains IMEI number from service provider if it is AT&T, T-Mobile or Nextel/Boost Mobile. Request that service be continued for at least seventy-two (72) hours at no cost to the subscriber from the service provider if it is Verizon, Sprint or Metro PCS. Complaint Reports will be referred to the Precinct Detective Squad for follow up investigation.

**Note:** Complaint Reports for **robbery** involving cell phones will be taken by a Detective Squad investigator and entered directly into the OMNIFORM system. An in-person interview of the subscriber should be conducted expeditiously if the complainant does not own the phone.

The telephone number, service provider, make/model of the phone will be entered in the "Details" section of the Complaint Report Worksheet. The serial number, MEID number or Operation Identification number will be entered in the "serial number" section of the Complaint Report Worksheet. The IMEI number will be entered in the "IMEI number" section of the Complaint Report Worksheet.

### LOST PROPERTY

A complete and thorough interview of the complainant will be conducted prior to classifying the complaint as "Lost Property". Ask the complainant if they believe that the property was either lost or stolen. An explanation substantiating this classification, including statements from the complainant, must be entered in the "Details" section of the Complaint Report. The complainant does not have to witness an item being taken to reasonably deduce that it has been stolen rather than merely lost.

When a complainant reports a lost/stolen passport, alien registration card, or naturalization papers, there are specific required procedures to follow in accordance



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with P.G. 207-12, “Lost or Stolen Property/Identity Theft.” Request and carefully examine an official photo I.D. of the complainant. Once satisfaction of the I.D. is obtained, request the precinct detective squad to conduct an interview and prepare a complaint report worksheet.

### VICTIM / WITNESS ASSISTANCE PROGRAMS

The Fair Treatment Standards for Crime Victims Act requires police departments to advise innocent victims of a crime that they may be entitled to compensation from the New York State Office of Victim Services.

**Crime Victim** - is defined as an innocent person against whom any crime has been committed or attempted. A crime victim will include the immediate family or guardian of a minor who is a crime victim, or a surviving spouse, parent or child of a person who has died as a direct result of a crime.

**Witness** - is defined as a person determined to have information or evidence relevant to the investigation of a crime. When the witness is a minor, the term “witness” includes a relative or guardian of that minor.

The requirements regarding notification of the Crime Victims Compensation law are as follows:

- Ensure that crime victims immediately receive emergency medical care.
- Provide social services information to the victim as soon as possible.
- Notify the victim, relative, next of kin or other appropriate person, that they may be entitled to compensation under the provisions of the Fair Treatment Standards for Crime Victims Act and provide an Office of Victim Services brochure and/or application.

### CONCLUSION

If a report is filled out improperly, a complaint may not be investigated. Acquiring and/or enhancing the skills to conduct a good investigation will help the patrol officer to fill out a report properly. This in turn will help investigating units understand what specifically took place (as well as who did it). A good report should be concise, legible, complete and correct. A good investigation will include proper interviewing techniques as well as the knowledge of how and when to conduct warrant checks on potential suspects.



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### APPENDIX "A"

#### PROPER PREPARATION OF A COMPLAINT REPORT WORKSHEET

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The Complaint Report Worksheet is designed to be a comprehensive description of an event that has taken place and as such, is a lengthy four (4) page document. You must ensure that a Complaint Report Worksheet is utilized when taking a complaint from a complainant, victim or witness. ***Do not rely on memory or the use of a notebook or your Activity Log as a substitution for the Complaint Report Worksheet.***

A Complaint Report Worksheet is more than just filling out the blanks; it is the beginning of an investigation. Omitted or inaccurate information can have severe repercussions. A violent perpetrator may never be caught. Think of a Complaint Report Worksheet as a "road map", each piece of information completes a "dot" that ultimately will paint the entire picture and results in the apprehension of the perpetrator.

Experienced officers in the field are aware of the importance of the many forms and reports that must be prepared during a tour of duty. Most of these forms contain captions which must be completed by the investigating / reporting officer. As experience is gained with preparing each form, their proper preparation becomes easier. Most forms also contain a section which calls upon the investigating officer to indicate the details of an incident in narrative form. Although you may view this as a difficult task at first, in fact it is quite simple. You should state the facts of an incident so that when another person reads your report, there will be no questions in their mind as to what occurred.

A properly written report will reflect on the ability of the writer, become a factor in the apprehension and prosecution of criminals, and determine whether crime or accident victims receive just compensation for injuries or property damage. Also, a significant part of your personal evaluation by your supervisor will be based on the written reports you submit.

Your reports provide an accurate account of an incident and must be a true, complete account of what took place. Effective, clear writing has a direct impact on the outcome of a situation. Good grammar does matter! Making a statement that you are comfortable with does not mean that the reader understands what you meant to say. Your report is something you may have to go back to a few years later, so you want it to be correct and clear when submitted. (Kracker, Jayne, 2009, *The Correction Officer*, JP Publishing) Read your report through after you have completed it. Make any necessary corrections and then submit the report. Paperwork, particularly as it pertains to complaints, arrests and the invoicing of property / evidence, plays a necessary and vital role in virtually all daily police operations.



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The following are the captions that you will find on a Complaint Report Worksheet. Not all captions are completed for every complaint. While reading this section have a copy of the Complaint Report Worksheet with you to better understand the captions and the required information.

When completing a Complaint Report Worksheet, there are certain basic pedigree information that is crucial to the initial follow up investigation. Using the acronym **N.U.M.B.E.R.S.** as a guide, it will help you to remember some of the basic vital information to gather when filling out a Complaint Report Worksheet.

- **N**umber of building, house, apartment, vehicle plate
- **U**se all captions on the worksheet
- **M**obile phone number (s)
- **B**usiness phone number (s)
- **E**mail address (s)
- **R**esidence phone number (s)
- **S**erial number (s) of property

### **Command / Precinct Taking Report**

- This box is used for the precinct/command where the crime is being reported. For example, if a crime occurred on Union and Court Streets within the 76<sup>th</sup> Pct. and it is being reported in Transit District 34, TD 34 will be the command of report, and the 76<sup>th</sup> Pct. will be the precinct of occurrence.

### **Jurisdiction of Complaint**

- This box refers to the jurisdiction in which the incident occurred. Only one box will be checked. NYPD will be listed as the jurisdiction of the incident unless:
  1. Incidents occurring in the NYC Transit Subway System will be recorded under the NYPD Transit Bureau jurisdiction.
  2. Incidents occurring on/in NYC Housing Authority property will be recorded under the NYPD Housing Bureau jurisdiction.
  3. Incidents occurring in jurisdictions other than NYPD, or NYPD Transit, or NYPD Housing will be recorded accordingly. For example, incidents occurring in JFK Airport will be recorded under the "Port Authority Police" jurisdiction.

### **Location of Occurrence**

- The cross streets should be included when an address is entered. The cross streets must be entered if a location with no address number is entered.



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- The “Intersection of \_\_\_\_\_ & \_\_\_\_\_” will be completed if the incident occurred at an intersection. The person taking the report must indicate the appropriate corner (N/E, S/E, N/W, or S/W). This is extremely important because specific corners can determine precinct boundaries and Housing Authority jurisdictions.
- The curb lane adjacent to Housing Authority property is considered under the jurisdiction of Housing.

### **Report Classification**

- If multiple offenses are being recorded, list the most serious first.
- Also indicate if the most serious offense is a felony, misdemeanor, or violation, and if the most serious offense was attempted or completed.
- Generally, the “Seven Major Felony Rule” is applied for serious felonies. This means murder/robbery will be classified as murder.
- The “Seven Major Felony Rule” order of offenses, starting with the most serious, is as follows:
  - Murder and Non-Negligent Manslaughter
  - Rape (All Degrees)
  - Robbery
  - Felonious Assault
  - Burglary
  - Grand Larceny
  - Grand Larceny Motor Vehicle (A grand larceny motor vehicle coupled with a grand larceny from the vehicle will be classified as a grand larceny motor vehicle.)
- Indicate if a Stop Report was prepared.

### **Gang Information**

- Indicate if incident is gang related. If yes, Intelligence Bureau FOD log number and name of gang (if known) must be entered.

### **Arson**

- If the crime is arson, indicate if building or motor vehicle was occupied or unoccupied and damage caused by explosion, fire or unknown.



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### Domestic Incident

- Indicate if Domestic Incident Report (DIR) is required because incident involved persons belonging to the NYS Family Court Act or NYPD expanded definition of a domestic relationship. If appropriate, insure that the Domestic Incident Report is prepared, and appropriate notifications are made. The DIR and I-CAD numbers will be entered in the “Details” section.
- If an investigation reveals that an offense was committed but WAS NOT committed by a family/household member, the DIR caption should read “NO,” even if the initial radio run was classified as a family dispute by the radio dispatcher.

### Child Abuse

- Indicate if child abuse is suspected. If yes, include aided number in the aided number box and insure that appropriate forms are completed and notifications are made.

### Premises Type

- Only ONE premises type may be checked (residential, house of worship, public transportation, commercial or other).
- If the jurisdiction is NYPD Housing Bureau, the premises type must be Residence - Public Housing.
- If the jurisdiction is NYPD Transit Bureau, the premises type must be Public Transportation - Transit NYC Subway.
- If the jurisdiction is Amtrak, Conrail, Staten Island Rapid Transit, LIRR-MTA or Metro North-MTA, the premises type must be Public Transportation -Transit Facility Other.
- If a licensed livery car driver is robbed in their car, the premises type must be Taxi (Livery Licensed), regardless where the incident occurred.
- If a person is assaulted on a NYC Transit Bus, the premises type must be Public Transportation - Bus, regardless where the bus was located. Incidents on a NYC Transit Bus are NOT recorded under Transit Bureau jurisdiction – they will fall under “NYPD” jurisdiction.





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- If a student is assaulted in a NYC Department of Education elementary school, intermediate school, junior high school, high school or special education school, the premises must be “School - Public NYC Department of Education.”
- If a person is robbed while using, attempting to use or immediately after using an ATM machine, the premises type must be Commercial - ATM, even if the robbery occurred on the street.
- “Street” will be used for incidents occurring on the street, unless there is a more specific premises type.

### **Exact Location within Premises Type**

- Only one caption may be checked off. This section can be completed for any incident, but must be completed for each incident in a NYC Housing Development. Indicate the location within the premises type. If a person was sexually assaulted in a car, the location will be Motor Vehicle - Car. If a person was assaulted in the elevator of an office building, the location will be Elevator.

### **Burglary Section**

- Describe the type of premises (vehicle-truck, building-commercial, building-residential, watercraft, garage, or building other).
- Location of entry will be entered.
- The point of entry will be entered.
- Indicate if alarm was bypassed.
- Indicate if the alarm company responded and the alarm company name, address, and telephone number.
- Indicate if complainant/reporter was present during burglary.
- Crime prevention survey requested (conducted by the Crime Prevention Officer).

### **Supervisor, Canvass, Interpreter**

- Indicate if a supervisor was on the scene. If yes, indicate rank, name and command.



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- Indicate if a canvass was conducted. **If yes, indicate interviews and results in “Details.” Do not use the term “negative results” explain specifically what information was obtained. Be cognizant of surveillance video.**
- If an interpreter was used to assist in the interview of the complainant/witness during the preliminary investigation, indicate name, address, and telephone number (if available) and language.
- If a member of the service was the interpreter, indicate rank, name, & command.
- If the crime was a taxi robbery, check off the appropriate boxes.

### Details Section

In this section, the investigating officer will write a narrative of the incident. If a crime was committed, the narrative must contain the elements of the offense. It should be written in a way that if further investigation is needed, the next investigator will have a good understanding of the event by reading this section. Indicate the results of the canvass, if applicable.

#### Murder:

Undersigned responded to a call of “shots fired.” Upon arrival observed M/W/32 lying on the ground with apparent gunshot wound to his left temple. EMS (shield #) pronounced victim DOA at 1640 hours. Patrol Supervisor, Sgt. Tom on scene. Detective Rivera, 114 PDU responded and conducted a search for videos which yielded negative results. A crime scene was established. A canvass was conducted in which a witness reports she heard a male scream “You don’t belong here” followed by a gun shot. A male was seen fleeing on foot northbound on Astoria Boulevard. The following were present on scene: Duty Captain Roman, ME Dr. Hirsch and Crime Scene Detective Green.

#### Rape:

Complainant / victim reports while entering the lobby of her building she was grabbed from behind and dragged into the elevator. Perpetrator described as an unknown male wearing a black mask and gloves did punch the complainant / victim about the face and body, then forcibly removed her pants and undergarments. (Indicate statement made by the victim). Male then fled on foot in unknown direction. No statements were made by the suspect. The complainant / victim was removed via EMS ambulance #5E to Astoria General Hospital for treatment and preparation of a Sexual Offense Evidence Collection Kit. Patrol Supervisor Day was on scene and did establish a crime scene. The following were notified and on scene: Sgt. Brown, Crime Scene Unit, Detective Rivera, 114 PDU, SVS notified, Det. Anderson and EMS Responder Green, Shield #2244.



# POLICE SCIENCE

## Investigation and Report Writing



### **Robbery:**

Complainant / victim reports while walking to the bank; he was approached from the rear by an unknown male wearing a blue shirt, white pants and mask, who did display a black semi-automatic hand gun. Perpetrator stated "Run your pockets" and did remove complainant / victim's wallet and cell phone. No injuries were sustained. Perpetrator fled in a dark colored four door sedan, unknown make, with tinted windows in unknown direction. A description was broadcast thru Communications Division. A canvass was conducted by responding sectors with the following results: Possible video surveillance at the corner of 3016 Webster Ave. Interviewed store clerk inside 3013 Webster Ave, (refused name) states he did not see anyone fitting that description. Sgt. Delgado on scene. Det. Rivera, 114 PDU, notified and responding.

### **Assault (Felony):**

Complainant / victim reports while she was walking home from work she was approached by a female white 25-30 years of age who stabbed her in the upper right leg with an ice pick. Perpetrator stated, "Stay away from my husband." Perpetrator fled on foot north on 3<sup>rd</sup> Ave. A description was broadcast through the Communications Division. A canvass was conducted by responding sectors (explain exactly what was canvassed and specific results). No weapon was recovered. Complainant / victim was removed conscious to Elmhurst General Hospital via EMS Ambulance #7R for treatment. Sgt. Lembo on scene, Det. Amato 104 PDU notified and responding.

### **Burglary:**

Complainant / victim reports that on listed date and time he went to work (in Manhattan) and upon returning home, he discovered his briefcase on his bed with papers scattered about. Complainant / victim further discovered that one of his wallets containing listed credit cards and \$20,000 USC, which had been hidden in a shoe box, was taken without permission or authority by an unknown person who gained entry to the apartment by a rear unlocked open window which is attached to the fire escape. Point of exit is the same as entry. Building is described as a three story residential apartment building with an apartment above and below. Complainant / victim states that his landlord has copies of the keys to the apartment, as well as complainant / victim's wife, who is on vacation overseas. Responding officers conducted a canvass (explain exactly what was canvassed and specific results). An attempt was made to interview tenants in basement and third floor apartment (explain exactly what were the results.) The roof of the building was locked. PO Ace, ECT, was notified and responding. Patrol Supervisor, Sgt. Coppola on scene. Detective Rivera 52 PDU notified and responding.



# POLICE SCIENCE

## Investigation and Report Writing



### **Grand Larceny:**

Complainant / victim reports he parked his 2009 Lexus at the corner of 3016 Webster Ave. Upon his return he discovered all four tires and rims were removed from his vehicle without permission or authority to do so. Vehicle was left on cement blocks and had damage to the undercarriage. Value of rims and tires exceed \$1000.00. Rims are not part of any VIN etch programs nor do they have any identifying markings. Canvass for property was conducted and yielded negative results. Patrol Supervisor, Sgt. Green on the scene. Detective Rivera 52 PDU notified and responding. PO Lam, ECT, notified and responding. Canvass for video surveillance did not locate any cameras at this time.

### **Grand Larceny Auto:**

Complainant/victim reports she parked her 2006 Jeep Cherokee, blue in color, NY Plate #AUZ1911 at above listed location. Upon return she discovered her vehicle removed without permission or authority. A canvass was conducted from 21 St to Crescent Ave., 21<sup>st</sup> Ave. to 23<sup>rd</sup> Ave and the vehicle was not located. The following Department systems were checked: CTOPS and zFINEST as well as the precinct tow log. There are no cameras at the location. No broken glass observed at the location. The complainant/victim's parking space is unoccupied and there are no cars in front of or behind the parking space. The vehicle is not equipped with a GPS, LoJack or EZ Pass and there no traceable items in the vehicle. The vehicle was not registered in any crime prevention programs. The complainant/victim has her keys in her possession. There are no other key holders. Sgt. Smith, Patrol Supervisor on scene. Detective Cona, 114 PDU notified. I/CAD Event # T9138.

### **Assault Misdemeanor (Domestic):**

Complainant / victim reports that her husband punched her in the face causing a bloody nose, swelling and redness. Upon arrival the C/V stated "he's always doing this to me, I've had enough." The perpetrator fled on foot in an unknown direction, a canvass of the immediate area was conducted, spoke to several pedestrians, no one saw anything unusual. EMS responded and the victim was treated on the scene, victim was not transported to a hospital. Aided Report was prepared. DIR prepared. The undersigned took digital pictures of the victim which were subsequently uploaded at the precinct under Incident #201212312345. I/CAD# W1234 assigned. Computer check revealed no prior domestic history and the complainant / victim states there are no firearms in the house. The C/V was referred to the precinct DV Unit for follow-up, and to Family Court to obtain an order of protection.



# POLICE SCIENCE

## Investigation and Report Writing



### **NYC Department of Education Schools**

- This section has been designed to record incidents related to New York City Department of Education public elementary schools, junior high schools, intermediate schools, high schools, and special education schools.
- Do not include incidents occurring in private/parochial schools or public colleges in this section.
- A Department of Education school incident includes incidents occurring on school grounds, while traveling to and from school or at school-sponsored events.
- Complete all required information, including notification to the School Safety Division Operations Center to obtain a control number.

### **NYC Transit Subway System**

- This section has been designed to record incidents related to New York City Transit subways, elevated lines, or on trains.
- The jurisdiction NYPD Transit Bureau must be checked off.
- Indicate if a NYC transit incident.
- Train routes within the NYC Transit System are designed north or south, even if the line actually runs east/west.
- If the incident occurred on the train, indicate N/B (Northbound) or S/B (Southbound) and if it occurred in the front, middle, or rear car. Indicate the car number, if available.
- Incidents occurring on a moving train will be recorded as occurring at the next station where the train stops, regardless of precinct or borough boundaries.
- The station of occurrence must match the location of occurrence on page one.

### **New York City Housing Authority**

- This section has been designed to record incidents occurring on NYC Housing Authority property. This section must be completed if the jurisdiction NYPD Housing Bureau was checked off.



# POLICE SCIENCE

## Investigation and Report Writing



- Indicate if a NYC Housing Authority incident and include name of Housing Development, whether a Field Report was prepared and PSA number, if known.
- The Housing Bureau PSA incident number will be entered in the appropriate caption.

### Victim

- One victim will be recorded in this section.
- Additional victims will be recorded on the “Victim/Witness Supplement Worksheet”
- Ask for **all** phone numbers and email addresses.
- Any additional phone numbers or contact information such as a relative’s phone number or a friend’s contact information.
- Ensure building numbers, house number and apartment numbers are obtained in addition to the street address.

### **Note: Obtain at least three (3) points of contact.**

- Indicate if the victim is disabled. If so, specify whether the disability is physical or mental.
- If the victim is a business, use the business information in the appropriate boxes.
- The employee reporting the incident will be listed as the reporter.
- Indicate if victim is a uniformed member of the service.
- Indicate if victim is a NYC Housing Authority resident.
- Indicate if the victim is not proficient in English and what language the victim speaks.
- Include the victim’s permanent address. Indicate if the victim resides in NYC, outside NYC but within New York State (NYS), outside NYS (other), or if the victim is homeless.



# POLICE SCIENCE

## Investigation and Report Writing



- The Temporary Residence section will include, but is not limited to, tourists temporarily residing in hotels/other residences or a homeless person residing at a homeless shelter.
- Additional means of communicating with the victim should be included (business telephone number, beeper number, cell phone number, and/or e-mail address).
- Gang affiliation, gang name and gang identifiers have been added.
- There are check-off boxes “shot” and/or “cut/slashed/stabbed,” which will be completed as appropriate.
- “Actions of Victim Prior to Incident” caption should be as descriptive as possible. For example “walking home from bar,” “exited subway on way home,” “exited check-cashing store,” “parked car and went in store,” “sitting in coffee shop,” “sleeping on park bench,” etc. (This field will expand as needed upon entry into the Omniform system.)
- If the person/business was a victim of a similar incident (EXCEPT SEX OFFENSES), so state and indicate where and when.
- If this is a domestic violence incident check off appropriate boxes.

### **Reporter/Witness**

- One reporter/witness will be recorded in this section.
- Additional reporters/witnesses will be recorded on the “Victim/Witness Supplement Worksheet.”
- The same guidelines as above will apply to this section.
- The reporter/witness and position/relationship to the victim must be included.

### **Wanted Suspect and Crime Incident Data Sections**

- The total number of perpetrators/suspects, the number of wanted, and the number of arrested will be listed on the top of the form.
- Only information of the wanted suspect will be indicated in this section. Arrests will be entered on the On-Line Booking Arrest Worksheet.



# POLICE SCIENCE

## Investigation and Report Writing



- The “Suspect Supplement Worksheet” will be used to record information about additional wanted suspects.
- Description of perpetrators and suspect information, obtain as much information as possible
- Name/Nickname/Alias/Maiden Name.
- Basic pedigree, age, height, weight, etc.
- Address, relative’s or friend’s contact information.
- Ask for **all** phone numbers.
- Identifying features, tattoos, scars, etc.
- Using the check boxes as a guide, obtain as much information as possible and ensure all pertinent check boxes are completed.
- There may be times when there is little or no information available to identify a suspect.
- However, any information available will be recorded. Indicate “unknown” in those boxes for which no information is available.
- If an arrest is being affected at the same time as the complaint is being reported (example: officers respond to a robbery in progress and the perpetrator is arrested), the section titled “Suspect” will **NOT** be completed for the arrested person.
- The arrest will be recorded on the arrest report, which will include detailed pedigree information.
- Always include the Wanted Suspect # \_\_\_\_\_ of \_\_\_\_\_.
- If an Order of Protection is in effect, so state, and complete the additional information re: issuing court, docket #, expiration date and if the Order of Protection was violated.
- The caption re: Order of Protection will be completed only for the suspect against whom the Order of Protection has been issued.





# POLICE SCIENCE

## Investigation and Report Writing



- Guidelines regarding completion of the address captions, telephone numbers and interpreter correspond to the instructions in the Victim Section.
- In all cases, indicate if the victim and the suspect are living together, if the victim can identify the suspect, and the victim/perpetrator relationship.
- Information regarding suspect status as NYCHA resident, NYCHA employee, and NYC Transit employees has been added.
- Information regarding weapons such as if a firearm was recovered and if there was a gun discharged. The captions for Physical Force, Weapon, Gun and other weapons must be completed for crimes against a person.
- Include any gang information available.
- If the suspect used the NYC Transit System, so state, and include the station entered and time, if known.
- If the suspect used or possessed only a MetroCard(s), state and indicate the serial number(s), and type if available.
- Include statements made by the suspect during the commission of the offense and their method of flight.
- Items not listed in the check-off boxes will be included in the other captions and/or "Details" section, as appropriate.
- In the section regarding *Tattoos*, the text of any words and a description of any pictures or designs must be included.

### **Vehicle Section**

- Indicate if the vehicle was stolen, used without authorization ("unauthorized use"), used in a crime or other (example: theft from a vehicle or leaving scene of a collision).
- License plate number.
- Year, make, model, style, color.
- Other: Any information that would be useful in describing the vehicle.



# POLICE SCIENCE

## Investigation and Report Writing



- If the vehicle was recovered prior to an alarm being transmitted, so state (example: arrest of person driving vehicle at 0300 hrs. and owner was unaware that their vehicle was stolen).
- Include type of location from where the vehicle was stolen or attempted stolen.
- Indicate if vehicle was damaged due to a non-motor vehicle accident (criminal mischief only), damaged in a vehicle collision, vehicle parts/accessories removed (air bag), or property removed from vehicle (handbag).
- If the vehicle was held for forfeiture, so state. Invoice number will be entered in the appropriate caption.
- Value of stolen vehicle or property stolen from the vehicle must be entered in the Property Section.

### **Property Section**

- It is essential to provide detailed descriptions in order to recover stolen property. (i.e., white/yellow gold, rope chain, number of stones, initials/names, etc.)
- If the Complaint Report Worksheet is being prepared for investigating found property (found narcotics/found firearm), indicate “Found.”
- Lost/stolen property will be indicated as lost or stolen.
- Description of items
- Brand, model and serial numbers
- IMEI Number – International Mobile Equipment Identification Number
- Indicate the cell phone carrier, if applicable.
- List property beginning with item #1 and provide a complete description including serial numbers of property, if applicable. By listing serial numbers of property an automatic email is generated to the Stolen Property Inquiry Section (SPIS) by the Omniform system, which will aid in the recovery of the item.
- Indicate appropriate value. If property was lost there will be no entry in the value stolen/recovered columns. A value must be indicated in the value-stolen column for any property stolen during the commission of a crime. The value recovered only applies to recovered stolen property and must be completed as appropriate.



# POLICE SCIENCE

## Investigation and Report Writing



- The value stolen must correspond to the appropriate classification of crime (grand larceny value must be in excess of \$1000, unless property is a motor vehicle, credit card, etc.).

**Note:** The victim's statement regarding the value of the property will be accepted in virtually all cases. Complainants will not be required to provide receipts for determining value. When the victim does not provide a value or obviously exaggerates the value of stolen property for insurance or other purposes, a fair market value may be placed on the stolen item.

### **Evidence**

- Indicate if evidence was collected and indicate corresponding invoice numbers.
- Indicate if the Evidence Collection Team/Crime Scene Unit was requested.
- If ECT or Crime Scene responded indicate Run #.

### **Notifications & Additional Copies**

- If notifications are required, make entries and include log number, if appropriate.
- Indicate for whom additional copies of the Complaint Report are required.
- Copies will be made and forwarded by the command in which the Complaint Report is signed off.

### **Reporting / Investigating MOS, Approving Supervisor, Complaint Entered By**

- Appropriate captions must be completed and signatures must be entered.
- After the reporting/investigating officer completes the Complaint Report Worksheet, a supervisor must check for completeness and accuracy, and then sign the Worksheet before the information is entered into the Omniform System.
- Supervisors will also be required to electronically sign off the complaint report in the Omniform System once the information is entered into the system.
- One problem encountered by investigators regarding Complaint Reports, is that the officers taking the report are not specific when interviewing complainant/witness.



# POLICE SCIENCE

## Investigation and Report Writing



Some questions to consider when interviewing are as follows:

- Type of store (grocery, florist, card store, knitting store, etc.).
- Eyeglasses worn by perpetrator - or sunglasses?
- Did perpetrator wear gloves, ski mask, scarf, and hood?
- Were victims made to lie down on floor?
- How many guns were used?
- Was a car used?
- How many perpetrators present?
- What was taken?
- What did the perpetrator say?
- Did the perpetrator have an accent?
- Were any shots fired?

The officer on the scene will determine whether the Complaint Report is left open or closed. The main criterion for referring a Complaint Report is the need for further investigation that cannot be conducted by the field investigator, or the need of a specialist. If doubt exists as to whether a Complaint Report should be closed or not, or whether the service of a specialist may be required, consult with the patrol supervisor or desk officer.

In this chapter you have read about *Investigation and Report Writing*. The Patrol Guide contains more extensive direction and procedures.



# POLICE SCIENCE

## Investigation and Report Writing



### COMPLAINT REPORT CLASSROOM EXERCISE

Complete a Complaint Report Worksheet utilizing the following scenario:

**Date:** Today

**Time:** Now

**Location:** John Adams High School

**Scenario:** You respond to a 10-22 at John Adams High School, located at 101 Rockaway Blvd., Ozone Park, Queens, NY 10018, (718) 555-1234. Upon your arrival you are greeted by a Mr. John Hopkins, the principal. He states that two (2) laptop computers were stolen from his office by unknown persons. The computers were valued at \$1300 each. The computers were the property of the school. He last saw the property at the end of the school day, yesterday at 4:00 P.M. when he locked up for the night. He noticed them missing this morning at about 8:00 AM. There was no sign of forced entry.

Mr. Hopkins states that he will prosecute if the suspects are identified.

The serial numbers on the laptops are: A15689743 and A36598746 (Apple 13" MacBook, silver in color)

**Forms:**

- Complaint Report Worksheet (complaint #1255)