



POLICE SCIENCE

Appendix to Investigation and Report Writing



Appendix to Investigation and Report Writing

~ CHAPTER 16A ~

THE PROBLEM WITH EYEWITNESS MEMORY

Dr. Scott C. Fraser, a forensic psychologist, studies how humans remember crimes – and bear witness to them. In a TED talk (https://www.ted.com/talks/scott_fraser_the_problem_with_eyewitness_testimony), which focuses on a deadly shooting at sunset, he suggests that even close-up eyewitnesses to a crime can create "memories" they could not have seen. Why? Because the brain abhors a vacuum. His TED talk discusses this further.

Here is another example:

Charley hears shots and sees a man, later identified as Joe, run out of a store, chased by another man, later identified as Jim. Jim has a gun in his hand, and is pointing it in Joe's direction. Joe starts to turn on his pursuer, and Charley hears more shots. Joe falls down, and a car parked nearby suddenly takes off, accelerating away from the scene. Jim starts to run after the car, but then turns and runs back into the store. This whole episode lasts no more than four or five seconds.

Charley waits for the police and starts to talk with other people, some of whom were on the scene when the shooting occurred and some of whom were drawn to the scene by the shooting. It is evident that Joe is dead in the gutter, and that there is a small gym bag near his body. Someone tells Charley that Jim is the owner of the store. Charley had never seen Jim before, but this makes sense to him. Someone tells him that Joe was trying to rob Jim and had fired shots at Jim inside the store. This also makes sense, although Charley never noticed whether Joe had a gun. Someone tells him that Jim then pulled his own gun, and chased Joe from the store, firing shots at Joe only when Joe turned and fired at him first.



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Another person tells Charley that Joe was running toward the “getaway car,” and that its driver escaped.

Officers and detectives arrive, but do not interview Charley for an hour or more. He spends the time talking with other people. Finally, an officer asks Charley what happened. He says:

“It was a stick-up. Joe, the dead guy, pulled a gun and fired shots at Jim, the storeowner. But, the storeowner pulled his own gun and shot back. Then the dead guy ran away with the storeowner chasing him. He turned on the storeowner and fired again, so the storeowner shot him. The guy in the car who was with the dead guy got away.”

The officer looks at Charley strangely. “No,” the officer says. “This was not a stickup. It was a drug deal gone bad. Joe owned the store, but he was a drug dealer. He sold the other guy bad dope and, as soon as the other guy realized it, he lost his head and shot Joe. That car was with Jim, but the driver took off because he hadn’t bargained for a murder. We’re looking to find Jim now, but we didn’t find any evidence that Joe had a gun.”

Assume that Jim is caught and tried for murder: how useful would this eyewitness’s testimony be? What would he have said if he had been interviewed earlier, before his account had been contaminated by exposure to other witnesses?

PROPER PREPARATION OF A COMPLAINT REPORT WORKSHEET

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.



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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.

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



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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 76th Pct. and it is being reported in Transit District 34, TD 34 will be the command of report, and the 76th 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.
- 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.



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- 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.

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.



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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.

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.



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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.
- 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.



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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.

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



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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 3rd 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.

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.



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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., 21st Ave. to 23rd 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.

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.



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- 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.
- 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



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- 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.
- 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).



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- 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.
- 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.



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- 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.
- 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.



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- 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.
- 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.



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- 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.



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- 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.



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- One problem encountered by investigators regarding Complaint Reports, is that the officers taking the report are not specific when interviewing complainant/witness.

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.



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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)