



**CITY OF AKRON, OHIO**  
**POLICE DIVISION**  
**STEPHEN L. MYLETT, CHIEF OF POLICE**

<b>NUMBER</b> P-2022-016	<b>EFFECTIVE DATE</b> June 17, 2022	<b>RESCINDS</b> P-2020-016 Issued 7-16-20
<b>SUBJECT</b> Report Writing Procedure		<b>ISSUING AUTHORITY</b> Chief Stephen L. Mylett

**I. POLICY**

Akron Police officers will accurately record incidents and investigations through a permanent electronic or written document. These reports are a public record and are subject to public inspection.

**II. PROCEDURE**

**A. TAKING REPORTS**

**1. OFFICER'S RESPONSIBILITIES**

- a. Take report as requested unless otherwise directed by a supervisor.
- b. Officers will record incidents related to calls for service when appropriate.
- c. Obtain a report number through Safety Communications if applicable.
- d. All completed reports shall be submitted at the end of the officer's tour of duty or secondary employment unless otherwise directed by a supervisor.

**2. SUPERVISOR'S RESPONSIBILITIES**

- a. An officer's supervisor will review and approve the report indicating that the report is properly completed.
- b. Ensure that any returned reports are corrected and sent back to the Record Room.

**3. CORRECTING REPORTS**

- a. Reports that do not conform to departmental standards or require correction will be returned to the officer who completed the report.
- b. The corrected report is approved by a supervisor and sent directly to the Record Room no later than the next working day of the officer who originally made the report.

- B. ACCIDENT REPORT (OH1) – The accident report is used to document a motor vehicle accident.
1. Have involved parties complete witness statements (OH3) and paraphrase the statement in the witness written statement section of the accident report.
  2. Ensure exchange of information reports are completed.
- C. CASE REPORT – The APD Case Report is used to document the occurrence of a crime or other event.
1. The Case Report should be completed electronically unless the reporting system is down. A paper report will then be sufficient.
  2. Specifics regarding suicide, sudden death, sexual assaults, involved or medical, or other sensitive information shall be recorded in the APD Case Supplemental Report.
- D. CASE SUPPLEMENT REPORT – A Case Supplement Report is used to document the actions taken by officers who are not the primary investigators of a crime. It will be completed at the request of a detective or supervisor, or when it would be beneficial to an investigation. A case supplement is required when the following crimes, or attempted crimes, are reported: Suicide or any other sudden death, robbery, rape, felonious or aggravated assault, burglary, and breaking and entering.
1. A neighborhood canvas is required for these incidents and will be documented in the Case Supplement.
  2. Completed Case Supplement reports will be approved by a supervisor and submitted using the original Case Report number.
- E. REPORT OF INVESTIGATION – The Report of Investigation (ROI) is a comprehensive summary of the investigative steps taken to investigate a felony or serious crime. An ROI shall be completed unless otherwise directed by a supervisor.
1. ROIs are required for felony crimes with the exception of:
    - a. Crimes that are categorized as a felony of the 5<sup>th</sup> degree (i.e., felony drug possession).
    - b. Occurrences of Domestic Violence that qualify as a felony of the 5<sup>th</sup> degree.
    - c. An offense of Receiving Stolen Property that qualifies as a felony.
  2. Completed ROIs will be approved by a supervisor and distributed in the following manner:

- a. Original to the Record Room
  - b. One copy to the Detective Bureau
  - c. Upload a copy to Matrixcrime.com if applicable
  - d. One copy included with a warrant jacket if applicable
3. Nothing in this procedure prohibits an officer from completing a Report of Investigation if they feel it would be beneficial.
- F. DESK OFFICER REPORT (DOR) – An online portal where citizens can file low-level, non-investigatory reports through the Akron Police Department website.
1. Communications can refer citizens to file a report online at [www.akroncops.org](http://www.akroncops.org). If an officer is dispatched to a call for service, the officer SHALL take the report unless otherwise directed by a supervisor. Only a limited number of reports can be filed through this portal and the following procedure shall be followed:
    - a. Reports filed through this on-line portal will replace the need for the police to respond and take a report in person, or over the telephone.
    - b. Reports made online must have an incident location that occurred inside the City of Akron.
    - c. Police shall NOT refer a person to this portal when a cruiser is requested, or an investigation is required or expected.
    - d. Police shall only refer citizens to this online report portal when the caller understands that no police investigation will be completed as a result of the filed report. These reports are typically requested by the caller if “documentation” of an incident is requested, or a caller requests a report for “insurance purposes” only.
    - e. There are only a limited number of reports that may be filed on-line. Those reports eligible to be filed online are as follows:
      1. **Criminal Damaging:** A deliberate act of damaging, defacing, or destroying personal or public property. The value of the damaged property cannot exceed \$1,000.
      2. **Criminal Damaging to a Motor Vehicle:** Tampering with, or damaging, a motor vehicle. The value of the damaged property cannot exceed \$1,000.
      3. **Theft, Identity Theft:** The taking, and use of, someone else’s personal identification information to obtain credit, goods, or services. The value of the damaged property cannot exceed \$1,000.

- 4. Theft, Theft from a Motor Vehicle:** Property that is stolen from a motor vehicle. The value of the damaged property cannot exceed \$1,000.
  - 5. Theft/Report of Stolen Property:** When property is taken without your permission. This does not include someone physically taking something from your person. The value of the damaged property cannot exceed \$1,000.
  - 6. Telecommunications Harassment:** Unwanted phone calls or text messages that are annoying, harassing, or threatening in nature.
  - 7. Lost Property:** Property that has been lost or misplaced.
- f. Stolen or Lost firearms are PROHIBITED from being reported on this on-line portal. Those reports must still be taken in-person.
  - g. All initial reports successfully filed, will be given a temporary report number designated by a “T” before the report number.
  - h. Only after the report has been validated and approved by police personnel will the report become official.

G. Miscellaneous Akron Police Forms and Purpose

<b>Away From Home</b>	Used to share information with district cars when a citizen is going to be away from home and would like their residence checked. These reports should be forwarded to Patrol Operations.
<b>Court Liaison Slip</b>	Used to notify a court that an officer will be unable to attend a court appearance. Completed forms should be forwarded to the officer’s supervisor.
<b>Discharge of Firearms</b>	Required when officers discharge their firearms except at the range. Reports are forwarded to the officer’s supervisor.
<b>Field Interview Report (F.I. Card)</b>	The FI is a record of an officer’s stop of an individual or vehicle. The officer uses the FI to gather information about an individual or vehicle and their location for possible future investigations and identification.
<b>Firearms Recovered Checklist</b>	Use to document the recovery of firearms during arrests or other circumstances. This form allows tracking of the firearm. Copies are forwarded to the Chief’s Office and Narcotics.

<b>Incident/Injury Report</b>	This report is used to document an employee injury. The report should be completed, printed on green paper, and forwarded to the employee's supervisor.
<b>Marsy's Law Notification Form</b>	This form is used to notify crime victims of their rights under Marsy's Law. It is to be used if there is a victim (can be a business) who is injured (can be financial) and a criminal charge or citation is issued.
<b>Overtime/Court Slip</b>	Overtime/Court slip is used to document hours officers have worked outside of their assigned work schedule. Blue forms are used when an officer requests overtime pay, yellow when they request compensatory time.
<b>Private Property Accident Report</b>	This report is used to document motor vehicle accidents that occur on private property.
<b>Residence Search Waiver</b>	This form is used to acknowledge a homeowner's consent to search their residence. The form should be signed, witnessed, and tagged along with any property located in the search.
<b>Request for Public Appearance</b>	Officers receiving a request for an appearance from the public shall complete this form and forward it to Community Relations.
<b>Supervisor's (Injury) Investigative Report</b>	Once a supervisor receives an Incident/Injury report from an employee, the supervisor shall complete an investigative report on green paper and forward all injury reports to the Services Subdivision.
<b>Training Request Form</b>	Officers wishing to attend training shall complete a Training Request Form and submit it through their chain of command.
<b>Training Slip</b>	Used to document and request compensation when officers attend training sessions outside of their assigned work schedule.
<b>Vehicle Repair Request</b>	This form is used to notify the Equipment Control Officer that a police vehicle is in need of service or repair. The form is placed on the clipboard in the patrol sergeant's office.

By Order Of,



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 Stephen L. Mylett  
 Chief of Police

Date June 17, 2022\_\_\_\_\_