



DEPARTMENT OF PUBLIC SAFETY MEMORANDUM



TO: Police Division **DATE:** December 31, 2018
FROM: Anthony F. Ambrose
Public Safety Director **NUMBER:** 2018-647
TICKLER:
SUBJECT: Proper Execution of Incident Report (DP1:802) **FILE REF:** PTL 2

This memorandum is set forth as a reminder of the responsibilities of all Police Division personnel when obtaining information from victims for reporting on an Incident Report (DP1:802).

As per General Order # 1964-19 "Incident Report", section II "Purpose of the Incident Report":

The purpose of the Incident Report (DPI 802) is to record all facts obtained and action taken during the preliminary investigation of all criminal offenses, violations of the law and/or action taken when police service is required for a non-criminal matter.

All police personnel are reminded that when obtaining a victim's account of an incident, they are not to infer or assume what that victim's state of mind is or may be (i.e. uncooperative or not forthcoming), based on factors such as the victim's animated behavior, use of profanity or refusal to communicate. The effects of trauma, rather than a refusal to cooperate, may result in a victim exhibiting these types of behaviors when being interviewed by police personnel.

Additionally, police personnel are not to incorporate any historical or habitual information concerning a victim (i.e. substance abuse), on the assumption that this behavior was contributory to his or her victimization, unless there is direct evidence of such.

When obtaining a victim's account of an incident to be transposed onto an incident report, police personnel shall always be guided by the facts and actions relative to the victim(s), and the facts and actions relative to any witnesses and attendant police personnel.

Police personnel shall familiarize themselves with the tenets of General Order # 1964-19 "Incident Report".

The Consent Decree & Planning Division Commander shall ensure this directive is uploaded to Power DMS for Police Division personnel to confirm receipt, compliance and understanding by way of electronic signature no later than **Friday, January 25, 2019**.

This memorandum shall be a subject of roll call training for a period of three (3) weeks.

BY ORDER OF:

**ANTHONY F. AMBROSE
PUBLIC SAFETY DIRECTOR**