

TITLE: FORMS - DEVELOPMENT, DESIGN AND APPLICATION

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PURPOSE

The purpose of this directive is to establish and maintain a system to ensure accountability for Department forms.

DISCUSSION

An agency should develop and maintain procedures for development, modification, approval, deletion and periodic review of forms used by the agency.

Forms should be a means of collecting, recording and/or distributing information to accomplish the objectives of the agency. The objective of a forms control process is to avoid duplication of effort and unnecessary paperwork, and minimize the cost of printing or reproducing forms in use.

POLICY AND PROCEDURE

It is the policy of the Santa Fe Police Department to design, develop and utilize standardized forms that will serve the needs of our members in the performance of their duties; to develop forms that assure efficient/effective recording and retrieval system; to centralize the responsibility for design and development of the forms; to centralize responsibility for ordering; and provide for standardized application of the forms.

DESIGN AND DEVELOPMENT

84.1.01 The Records Section of the Santa Fe Police Department is responsible for the design and reproduction of all departmental forms and

shall keep the master file, which will include the original of each form utilized.

- A. Forms developed for use by any activity shall be submitted to the Records Section Supervisor after approval by the Chief of Police. Records personnel will assign a control number prior to the submission of duplicating requisitions.
- B. Personnel shall not reproduce or requisition any form unless prior approval has been obtained from the Chief of Police or his designee, and from the Records Supervisor.

ORDERING FORMS

84.1.02 Forms may be ordered through the Fleet/Supply Manager using a Supply Request Forms

84.1.03 The Fleet Maintenance/Supply Manager will be directly responsible for maintaining an adequate supply of all departmental forms.

- A. It will be the responsibility of the Team and Division Commanders to maintain a current inventory of their respective forms and to obtain an adequate supply of forms from the Fleet Maintenance/Supply Manger.

REVIEW PROCESS

84.1.04 All departmental forms will be reviewed on an annual basis, in conjunction with the annual budget process, by the Records Supervisor and the Patrol Division Captains.

84.1.05 The review and evaluation shall ensure that each form fulfills its intended purpose, and the information collected is sufficiently useful to warrant continuance.

84.1.06 When a new or modified form is desired, a request shall be submitted to the Records Unit Supervisor. This request shall contain:

- A. A draft of the proposed form;
- B. A brief description of how the form is to be used and why;
- C. The name of the division or unit requesting the form;

- D. The names of all divisions, units, agencies, or persons who have interest in the form;
- E. The expected daily usage (daily, weekly, monthly, yearly, etc.);
- F. Whether the form is for temporary or permanent use;
- G. The desired date of implementation.
- H. All approved forms, other than forms supplied by other agencies or one time use forms shall be issued a Department form number.
- H. Revised forms will retain the original form number with the revision date added reflecting that a revision was done.

FORM RECOGNITION

84.1.07 Standardized forms designed and in use by the Santa Fe Police Department include, but are not limited to:

- A. Offense/Incident (O/I) Report (to include all supplemental forms)
- B. Santa Fe Police Wrecker/Impound Sheet
- C. Major Case Investigation Packet
- D. Hot Sheets
- E. Hit and Run Letters
- F. Towing/Impound Notification to Owners
- G. Private Property/After the Fact Accident Reports
- H. Evidence Logs
- I. Stolen Car Affidavits
- J. Evidence Tags
- K. Statement Forms
- L. Notice/Waiver of Miranda Rights
- M. Departmental/Personal Weapons Inspection Form
- N. Vehicle/Personal Inspection Form
- O. Field Contact Card
- P. Clothing Allowance Requisition
- Q. Overtime/Compensatory Time Form

- R. Booking Authority Form
- S. Santa Fe police Department Information/Intelligence Relay
- T. Consent to Release and Acceptance of Vehicle Form
- U. Permission to Search Forms
- V. Waiver of Claims and Hold Harmless Agreement
- W. Fleet Maintenance Repair Order
- X. Statement of Probable Cause
- Y. Criminal Complaint

84.1.08 Standard forms of other agencies in common usage, such as Uniform Accident Reports, Uniform Traffic and Misdemeanor Citations, DUI Citations, Arrest and Search Warrants, shall be in compliance with any applicable Federal, State, or Municipal requirements. They will be ordered and stored in accordance with the above control requirements (i.e. Property/Evidence Custodian).

84.1.09 Standardized forms that have City of Santa Fe - wide application shall be in compliance with City of Santa Fe regulations.

APPLICATION OF STANDARDIZED FORMS

84.1.10 In keeping with this policy, in regards to standardized Departmental forms, and assuring an efficient/ effective reporting system, members will be required to complete forms by including the following information when applicable.

- A. **OFFENSE/INCIDENT (O/I) FORM AND SUPPLEMENTALS**
 1. CASE NUMBER (Mandatory)
 2. DATES OF OCCURRENCE (Mandatory)
 3. TIMES OF OCCURRENCE (Mandatory)
 4. TIME DISPATCH (Automatically Entered By CAD)
 5. TIME OF ARRIVAL (Entered By CAD)
 6. TIME CLEARED (Automatically Entered By CAD)
 7. WEAPON (When Applicable)

8. PRIMARY OFFENSE
 9. SECONDARY OFFENSE (When Applicable)
 - a. The writer will enter any secondary of lesser included offenses, to be justified by the facts establishing probable cause in the case.
 10. OFFICER'S NO. (Mandatory)
 - a. Writer will enter his/her employee number (four digit number preceded by the first letter of the last name, (i.e. Officer Smith = S-0000).
 11. HOMICIDE CIRCUMSTANCES (Only for Homicides)
 12. METHOD OF REPORTING (CAD/Initiating Officer)
 13. ORIGINALLY RECEIVED AS (When Applicable)
 14. CASE REFERRAL (When Applicable)
 15. LOCATION OF INCIDENT (Mandatory)
 16. ROAD TYPE (Optional)
 17. APT. NO. (When Applicable)
 18. AREA (Mandatory)
 19. PREMISE (Mandatory)
 20. SUBDIVISION CENSUS TRACT (CAD/Records)
 - a. Necessary information will be entered by Dispatch and Records personnel, when utilized.
 21. CALLERS NAME (When Applicable)
 22. STATUS (When Applicable)
 23. CALLER'S ADDRESS (When Applicable)
 24. CALLERS PHONE NO. (When Applicable)
 25. ARSON APPROX. DAMAGE (Mandatory ALL Arsons)
 26. TYPE OF COMPLAINT (Mandatory)
 - a. Writer shall enter the appropriate code, which indicates the degree of crime alleged, as follows:
 - 01 = FELONY (D.A. Prosecutes-District Court)
 - 02 = HIGH COURT MISDEMEANOR (Magistrate Court)
 - 03 = PETIT MISDEMEANOR (Municipal Court)
 - 04 = INCIDENT (no criminal act apparent)
 27. CLEARANCE CODE (Mandatory)
 - a. Writer shall indicate the status of the case at the time the report is submitted. Appropriate clearance codes are displayed on the face sheet of the O/I Report forms.
- B. PERSONS SECTION**
1. In all cases that an officer/ detective makes contact, interviews, or otherwise obtains information on a person associated with an investigation, that person's vital information shall be entered into these blocks. Proper entry shall be as follows: LAST NAME, FIRST NAME, MIDDLE INITIAL; STATUS; COMPLETE ADDRESS TO INCLUDE CITY AND ZIP CODE; RACE; GENDER; ACTION. Appropriate codes for entry into boxes can be located in the Santa Fe Police Department Code Book or on the O/I form itself.
 2. Writer shall complete these blocks on ALL ARRESTS AND ALSO ON PROTECTIVE CUSTODY DETENTIONS (where applicable).
- C. PROPERTY SECTION**
- Writer shall enter the appropriate information in every case where property is involved (i.e. lost, stolen, recovered, embezzled, etc.)
- D. VEHICLE SECTION**
1. Writer shall enter all applicable/available information for cases in which a vehicle is involved.

2. In all cases that a vehicle is stolen, the investigating officer has the responsibility to assure that dispatch personnel enter that vehicle and all appropriate information contained in the above boxes into the National Crime Information Computer.

E. DOCUMENT SECTION

1. Writer shall indicate the specific type of document involved in an investigation (i.e. check, cashier's check, payroll check, U.S. Government Draft, etc.); the stamped numerical assigned to the particular document; date the document transaction was accomplished; the total amount indicated on the document; the name of the person(s) who signed it; any subsequent endorsements; the person(s) said document was made payable to; and the bank of origination/transaction.
2. Writer shall enter information indicating the total loss created by the transaction; the nature of the business suffering the loss; all forms of identification presented and their corresponding numbers; the NCIC number assigned after proper entry of the document into the National Crime Information Center (if lost or stolen). The investigating officer is required to assure that dispatch personnel enter the document, as described above.
3. Entries are valuable in assisting investigations personnel in follow-ups and later identification of documents.

F. NARRATIVE SECTION

1. Writer shall provide accurate, complete, and concise reports on all required investigations. The narrative portion will be written in the "First Person" style (i.e. "I observed...", "I spoke with...").

G. SUPPLEMENTAL FORMS O/I REPORT FORM

1. When there is insufficient space in any area of the O/I Report Form, additional

information shall be included on proscribed supplemental.

H. VEHICLE IMPOUNDMENT FORM

1. All blanks shall be filled with the appropriate information and this form will be completed in accordance with the guidelines set forth in the Department Directive entitled, "Towing and Wrecker Service".

I. CITY OF SANTA FE HOT SHEET

1. Completion of the Hot Sheet will be mandatory in the following instances:
 - a. All felony cases.
 - b. All runaway and missing person cases.
 - c. All arrests on warrants/felony arrests on probable cause.
 - d. All juvenile cases, requiring follow-up/referral (unless a copy of the report is sent).
 - e. All overdose suicides.
2. The writer shall complete all appropriate blanks to ensure that the Investigation Bureau/Patrol Division are properly briefed in regards to ongoing investigation, and to ensure compliance with policies set forth in the Department Directive entitled, "Police Press Relations".
3. Care will be taken by the officer/detective to include all available information that will assist an investigator in timely contact with all victims and witnesses. Necessary information includes, but is not limited to the following:
 - a. Name; address; date of birth; work and home phone.
 - b. If the victim is from out of town, a local contact number and indication of the length of time the victim will be in Santa Fe should be included.

J. HIT AND RUN LETTER

1. The investigating officer shall complete this form in every case, in which he/she has obtained hit and run vehicle information, and is unable to contact the registered owner via public service, or in person.
 - a. a. Prior to sending the letters, vehicle information will be verified, through the State Department of Motor Vehicles, to assure the vehicle in question actually matches the suspect vehicle description. All letters will be sent through Certified mail, and the return shall be included in the officers report.

K. VEHICLE IMPOUND LETTERS

1. In any case that an agent of this Department has been required to tow/impound a vehicle and the owner cannot be located in person or by phone, this letter will be completed by the handling officer and sent, via Certified mail, to the last known address of the registered owner. Actions will be in accordance with the Standard Operating Procedures governing impounds.

L. PRIVATE PROPERTY/AFTER THE FACT ACCIDENT REPORT

1. REFER TO DIRECTIVE 61.08 C

M. EVIDENCE LOGS

1. Members investigating a major case shall fill out this form taking care to fill in all blanks, and provide as much information as possible to assist in documenting all evidence collected.
 - a. On those occasions that an officer/detective processes a crime scene, he or she shall ensure that the form is completed.
 - b. On those occasions that crime scene technicians process a particular scene, he or she will then be responsible for completion of the form.

N. SANTA FE POLICE DEPARTMENT STOLEN CAR REPORT

1. When an officer or detective investigates any case in which a vehicle is confirmed as being stolen, he/she shall assure that the registered owner signs a Stolen Car Report, and that the following procedure is adhered to, in every case:
 - a. The stolen car report form shall be completed legibly and shall include license number; vehicle identification number; registered owner's name (printed), address, and phone number (to include area code); make, model, year, and color of the vehicle; the assigned agency case number; the owner's insurance company and corresponding policy number; location the vehicle was taken from; date and approximate time of the theft (example - 0800-2000 hours). The reporting officer's name will also be legibly printed and appropriate notification boxes will be checked.
 - b. It is the responsibility of the investigating officer to assure that dispatch personnel enter the vehicle into N.C.I.C., to assure the assigned NIC number is documented on the form, and assure that the information is provided to all other local police units through b.o.l.o. (Be On The Lookout).
 - c. The investigating officer is to ensure that the white copy is retained with the O/I Report, that the yellow copy is placed in the Briefing Room Stolen Car file, and the hard copy is given to dispatch for filing.
2. Upon recovery of a stolen vehicle that was reported through our agency, the officer assigned to take the recovery will assure that he or she obtains the above listed copies of the Stolen Car Report Form and completes all recovery information, to include:
 - a. Recovery location, person(s) recovering the vehicle in question; date and time of recovery; time,

method, and name of person notifying the registered owner of the recovery; location of the vehicle if driveable, and location of the vehicle.

- b. The assigned officer will also ensure that the vehicle is removed from N.C.I.C., that all b.o.l.o.s are cancelled, that the copies of the stolen car report are attached to completed O/I vehicle/property supplemental forms, and that Hot Sheet information is updated to notify the Auto Theft unit of the recovery.

O. SANTA FE POLICE DEPARTMENT EVIDENCE TAG

1. In every instance that an officer/detective/member takes custody of property (other than Department assigned) said member will complete an evidence tag or supplemental tag.
2. All appropriate boxes, for each individual case shall be considered mandatory. The listed information is required for the Property Custodian to properly log and account for property that is considered the responsibility of the Santa Fe police Department.
3. If evidence is collected by one officer or Crime Scene technician and will be submitted by another, the member collecting the evidence shall be responsible for filling out the tag and sign custody over to the submitting officer
4. Only one tag number shall be used for each separate case number to allow the Property Custodian to properly log and account for all items related to a particular case.
5. Improperly filled evidence tags and evidence will be rejected by the property custodian and returned to the submitting officer's shift commander. It will be the responsibility of the officer who tagged the rejected item(s) to correct any deficiencies and re-submit the evidence on the next working day.

P. HANDWRITTEN STATEMENT FORM

1. During investigations that involve felony charges being filed, and in those misdemeanor cases that a victim will definitely pursue Municipal charges, the investigating member will ensure that a taped, handwritten or typewritten statement is obtained from the victim(s), witness('s), and when possible, the suspect(s).
 - a. Under no condition will any suspect be forced, coerced, or intimidated into providing a statement.
2. When written statements are obtained from any source, the investigating member shall ensure the statement is signed, the original statement is entered into evidence, and a copy is attached to his/her prepared O/I Report. All blanks will be completed to ensure against loss and to ensure admissibility in court.

Q. WAIVER OF RIGHTS FORM

1. This form shall be utilized by any member prior to obtaining a written statement from an "in custody" suspect, unless said waiver and statement are on tape. The suspect is required to initial each statement on the form as it is read, and his signature should be witnessed by two persons. Should the suspect be under 18 years of age, his/her parent or guardian must also sign.

R. SANTA FE POLICE PERSONAL WEAPON FORM

1. **REFER TO DIRECTIVE 74.1, FIREARMS, AMMUNITION AND RANGE QUALIFICATIONS**

S. VEHICLE/PERSON INSPECTION FORM

1. This form shall be filled out by supervisors during the regular inspection of members, in accordance with the Department Directive **85.1**.

T. SANTA FE POLICE FIELD CONTACT CARD

1. When, an officer/detective on regular patrol (or when in conjunction with an ongoing investigation) makes contact with an individual(s), and their information will not be included on an O/I Form, a field Contact card shall be utilized to record their information and the reason for contact.

- a. At the end of the officer/detective's tour of duty, he/she will submit the card to the Special Investigations Unit.

U. CLOTHING ALLOWANCE PURCHASE REQUEST

1. All purchase requests will be completed by the member desiring to purchase items allowed under current clothing allowance contracts. Incomplete and/or inaccurate forms will not be accepted.

V. OVERTIME/COMPENSATORY TIME FORM

1. This form will be used in cases that a member works beyond his/her regular tour of duty, or is otherwise placed in the position of conducting authorized departmental business in accordance with FLSA and City Personnel Rules and Regulations. (refer to department Directives entitled, "Overtime, Comptime, and Shift Designation" and "Supplementary Employment").

W. BOOKING AUTHORITY FORM

1. A booking form shall be completed on all arrests and on all Protective Custody Detentions. All blocks will be completed, as specified and special care will be taken to assure accurate information.

X. SANTAFE POLICE DEPARTMENT INTER-DEPARTMENT INFORMATION INTELLIGENCE RELAY

1. This form was initiated and shall be used to assist any officer/detective in relaying pertinent information on suspects and their whereabouts to other officers/detectives.

Y. CONSENT TO RELEASE AND ACCEPTANCE OF VEHICLE FORM

1. In all cases that a third party is allowed to take control of an arrested person's vehicle, the arresting or assisting officer shall assure that this form is completed in its entirety.

Z. PERMISSION TO SEARCH FORMS

1. All searches conducted by members of the Santa Fe police Department shall be conducted in accordance with applicable Federal, State, and Local law, as well as within guidelines set forth by this Department. When searching without a warrant, barring exigent circumstances, the officer/detective shall obtain a signed Consent to Search form. Care will be taken to ensure that the person allowing the search has the authority to do so, and his/her signature will be witnessed. Search form shall be maintained by area supervisors and include, but are not limited to:

- a. Vehicle/Residence/Structure
- b. Personal (body/fingerprints, etc.)
- c. In cases that bodily samples are required, these will be obtained in accordance with applicable law, and will be obtained by qualified medical personnel.

AA. WAIVER OF CLAIMS AND HOLD HARMLESS AGREEMENT

1. Prior to any member being accompanied in his/her regular duties, by civilian, non-sworn, or non-Department members, this form will be completed. Prior approval of commanders and the Chief's office is mandatory.

BB. FLEET MANAGEMENT REPAIR ORDER

1. Any member requiring fleet maintenance on their assigned vehicle will complete this form prior to any work being started.
2. Before the vehicle is taken for work of any type (other than emergency repairs)

the transportation officer or his supervisor is to be notified.

CC. STATEMENT OF PROBABLE CAUSE

1. Arresting officers shall be required to complete a Statement Of Probable Cause, in addition to the Offense/Incident Report **ON ALL FELONIES AND ARRESTS REFERRED TO MAGISTRATE COURT.**
2. The narrative portion of the Offense/Incident Report shall suffice as a Probable Cause Statement in Municipal Court cases.
3. Statements of Probable Cause are to be reviewed and approved by a commander prior to the submission of the form.
4. Three copies of the statement are required and will be routed, as follows:
 - a. Original to Liaison Officer, to be filed in the appropriate court with the Criminal Complaint;
 - b. Copy to records.
 - c. Copy to the Detention Center

DD. CRIMINAL COMPLAINTS

1. Arresting officers shall be required to serve an arrested individual with a copy of the Criminal Complaint prior to their incarceration in the Adult Detention Center. As per the rules of Criminal Procedure, the complaint shall be typed in accordance with the following procedures:
 - a. Filling appropriate blanks which designate;
 - Originating County;
 - Court of Jurisdiction
 - Defendant's name, address, date of birth, and social security number;
 - Common name of the offense(s)
 - Date of occurrence.
2. The officer will then be required to complete the essential facts portion on the

criminal complaint, utilizing the formal language for the appropriate language taken from either the charge sheet or the new Mexico State Statues Annotated. The corresponding statute number shall also be listed.

3. The criminal complaint shall be reviewed and approved by a commander prior to the arrestee receiving his/her copy.
4. Criminal complaints shall be distributed, as follows:
 - a. Original to Liaison;
 - b. One (1) copy to Records;
 - c. One (1) copy to Defendant;

REPORTS BY TELEPHONE OR MAIL

84.1.11 TELEPHONE REPORTING PROCEDURES

- A. The following reports may be taken over the telephone:
 1. Reports of crimes that occurred within this Department's jurisdiction where the victim/complainant does not reside in Santa Fe (Person is a victim of a burglary or larceny that is not discovered until he/she has left the Santa Fe area).
 2. Reports of persons missing from this jurisdiction, when the reporting person does not reside in the Santa Fe area. The officer taking this type of report must obtain assistance from the local law enforcement agency where the complainant resides to verify the identity of the complainant and the information provided.
 3. The person taking the report shall complete an Offense/Incident Report form and a Hot Sheet if the matter being reported is a felony/missing person.
 4. Calls in which there is no crime scene or evidence.
 5. When requested by the complainant

84.1.12 REPORTING BY MAIL

A. The following types of reports may be handled by mail:

1. Private Property/After-the Fact Accident Report forms may be mailed out in accordance with the Department Directive governing Accident Investigation and Reporting.
2. Supplemental property forms may be provided to victims by the investigating officer, and returned to the Records Section by mail, after an accurate inventory is completed by the victim.

REPORT SECURITY AND CONTROL

84.1.13 The Santa Fe Police Department has a responsibility to maintain the privacy, security, and confidentiality of information that is contained in reports and files which are held by the agency. Maintenance of all files and reports shall be in accordance with the New Mexico State Records Retention Act and related statutes, which govern privacy of information.

SUBMITTING FIELD REPORTS

84.1.14 Offense/Incident, Accident, and Supplemental Reports that are prepared by the Patrol Division will be approved by the on-duty commander and checked against the staff review to assure that all paperwork has been turned in.

84.1.15 The on-duty commander must assure that he/she is in possession of a handwritten report for all case numbers shown as handled on the staff review and that each of those reports is turned in to the Records Section by the end of shift.

84.1.16 In the event that the officer is unable to complete an investigation prior to the end of his/her shift and the report must be left pending, the report shall be placed in the Team Office "PENDING FILE". The officer shall complete the report upon returning for work on their following work day. The report will be routed to the Records Section along with other completed reports.

NOTE: Officers will complete reports prior to going on days off.

TRACKING OF FILED REPORTS

84.1.17 Upon receipt of the field reports for a twenty-four hour period, the Assistant Records Supervisor shall check the staff review and verify receipt of reports designated as handled.

84.1.18 He/she shall document any missing reports in writing and forward the information to the appropriate commander within twenty four hours of discovery.

84.1.19 The responsible commander shall assure that all missing reports are prepared and submitted within three working days from the receipt of notice.

84.1.20 The Assistant Records Manager will assign the reports for computer entry and assure that all reports are placed in the proper basket for retrieval by the Field Commander.

84.1.21 Field Commanders shall check their team basket on a daily basis and distribute the typed reports (hand-written copy attached) to the investigating officer for review and/or correction.

84.1.22 Commanders are also responsible for final approval of the typed report after all corrections have been made. The commander will assure that the handwritten and typewritten reports are returned to the Record's Section for retention.

REPORT PROCEDURES FOR SPECIALIZED COMPONENTS

84.1.23 During the time that a case is actively being investigated, the officer, detective, or agent may maintain a case file in their assigned area.

- A. Case files will be securely maintained and placed in locked filing cabinets when not in use.
- B. At no time will officers, investigators, or agents disseminate information or copies of those files to anyone outside of law enforcement.
- C. If law enforcement officers from other agencies request information, it may be released only

when that officer has a right to know or a need to know.

- D. At no time will any evidence be maintained in the case files, to include original statements, original photographs, or any other items considered to be evidence or exhibits at trial.

OBTAINING COPIES OF REPORTS

84.1.24 Authorization to print computer generated reports is limited to Central Records Personnel, Secretarial Staff, and Command/Supervisory personnel.

84.1.25 Officers, investigators, and agents are prohibited from accessing any computer for the purposes of printing reports.

84.1.26 Officers, investigators, and agents have the following options if they need a copy of a report for active files or court testimony:

- A. Contact Records personnel who will print out the necessary report;
- B. Contact a commander to print the report; or
- C. Contact members of secretarial staff to print a copy of the report.

84.1.27 Any member who obtains a copy of a report is responsible for returning the report to Records at the close of the investigation or court testimony.

84.1.28 Records and secretarial staff are responsible for compiling a list at the end of each month to show any outstanding reports.

84.1.29 This list will be provided to the appropriate commander who will be responsible for contacting the Department member and directing the return of the outstanding reports.

Drafted (awm) 03/03

APPROVED: 
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Chief of Police

DATE: 07-23-04