# SAN ANTONIO POLICE DEPARTMENT
## GENERAL MANUAL

### *Procedure 407 – Automated Field Reporting*

| | | | |
|---|---|---|---|
| **Office with Primary Responsibility:** | SSO | **Effective Date:**<br>**Prior Revision Date:** | **May 04, 2012**<br>March 01, 2011 |
| **Office(s) with Secondary Responsibilities:** | PSC, PNC, TSC, FTC, IDC | **Number of Pages:** | 27 |
| **Forms Referenced in Procedure:** | AFR POLICE REPORT<br>AFR ARREST REPORT<br>SAPD Form #159.08<br>SAPD Form #162 | **Related Procedures:** | 307, 401,402, 407, 508, 601, 610,   611, 703, 707, 708, 905 |

## .01  INTRODUCTION

A.  The purpose of this procedure is to establish guidelines for the preparation of the Department's Offense/Incident/ Supplemental Reports via the Intergraph/Denali Automated Field Reporting System (AFR).  AFR is not used for administrative type reports.  These may be submitted on the appropriate forms as according to the type of incident.

B.  The specific instructions for the completion of an AFR Offense/Incident/Supplemental Report can be found in the AFR Field Guide available on the SAPD WEB.  The specific instructions for using and navigating on AFR may be found in an instruction guide titled Automated Field Reporting (AFR) User Manual.   This publication is available upon request at the Department's website: https://sapdweb/Default.asp.  There are additional training materials that officers can use on SAPD WEB to answer questions they may have.  It is important to remember that AFR is an automated process of reporting and each type of report is handled in accordance with the General Manual.

C.  When the Automated Field Reporting System is OFFLINE and cannot be accessed from an assigned vehicle's laptop computer, officers will handwrite Offense/Incident/Supplemental Reports in accordance with General Manual Procedure 401, *Offense/Incident/Supplemental Reports*.  Instructions for handwritten Offense/Incident/Supplemental Reports are found in the Field Note Report Guide.

## .02  DISCUSSION

A.  The AFR System allows police reports to be entered directly into the Department's computer system for retention and dissemination.

B.  The AFR System was implemented department wide on January 1, 2011.  The Records Management System (RMS) is the official records keeping source beginning January 1, 2011.

C.  ***Arrest Reports*, *Offense Reports, Incident Reports, Field Interviews and Supplemental Reports*** will be completed on the Intergraph/Denali Automated Field Reporting System (AFR). These reports are used to document criminal offenses and other types of police incidents.  When completed, these reports will then be forwarded electronically into the  Records Management System (RMS).

D.  Initially, only the reports listed in Section .04 will be available, with other reports phased-in later in the project.

## .03  AUTOMATED FIELD REPORTING (AFR) SYSTEM

A.  The Automated Field Reporting (AFR) System, along with the Records Management System (RMS), is designed to assist members in completing reports quickly and accurately, to give follow-up detectives and supervisor's instant access to these reports, and to decrease the amount of time that citizens have to wait for police reports.

B.  Members will complete their reports by entering the required data into the Department's Automated Field Reporting (AFR) System.

C.  Patrol Responsibilities

  1.  Immediately after completing a call, officers shall notify the dispatcher of their return to service.  Officers should enter the data for their reports into the AFR System during their tour of duty.  Once the report is completed, the officer will save the report either on their Department issued thumb drive or "H" drive.  The

officer will then submit the report electronically to his supervisor for approval.

2.  If extenuating circumstances do not allow an officer to complete the electronic data entry of reports into the AFR System by the end of a tour of duty, the officer shall contact his supervisor to determine which one of the following is the most viable option:

    a.  Relinquish the police vehicle to the oncoming officer and complete all required reports by using a city-issued workstation, located in the report writing room of their substation; or

    b.  After returning to the substation, if the vehicle is not needed by the oncoming shift, the officer should complete all required reports by using the laptop in their patrol car.

3.  If either of the following events occurs:

    a.  An officer's AFR System is OFFLINE and cannot be accessed from his assigned vehicle's laptop computer; or

    b.  An officer needs to complete a report at the end of his tour of duty and all the city-issued workstations are being used, the officer will:

        (1)  Obtain authorization from his supervisor or the oncoming supervisor to handwrite his report(s).

        (2)  The officer will include the name and the badge number of the supervisor who authorized him to handwrite his report(s).

        (3)  This information will be documented at the bottom of the details section of the report.

D.  If numerous officers are reporting that the AFR System is offline and cannot be accessed from their assigned vehicle's laptop computers:

1.  The supervisor(s) shall contact the Information Technical Services Department (available 24/7at 207-8888) to determine if there is a system-wide outage, and if so, what the estimated downtime will be.

2.  If warranted, the supervisor(s) will inform the on-duty Communications Unit personnel to notify the officers to begin handwriting their reports until further notice.

E.  All officers are reminded that they are still required to take and maintain their field notes in accordance with Rules and Regulations 4.11, *Required To Take And Maintain Notes*.

F.  Thumb drives and laptop keys are city-issued equipment. The thumb drives are only to be used to save police-related documents, such as police reports. Nothing of a personal nature is to be saved on the thumb drives.

G.  Should an officer lose his thumb drive, or vehicle laptop key, he shall submit a report through his chain of command documenting the circumstances surrounding the loss. The report will be routed to the Labor Relations Board via the Chief's office who will then determine whether the officer will be held accountable for the replacement cost of the thumb drive or key. The officer shall take a copy to the Information Services Manager to have a new thumb drive or lap top key issued. The officer does not have to wait for the board recommendation to have one of the new items issued.

H.  Non-Patrol Responsibilities

1.  Members who do not have access to laptop computers in their vehicles will enter the data for their reports by using city-issued workstations that are located in their respective police facilities.

      a.      If a member does not have access to or cannot access a computer, the member will obtain authorization from a supervisor before handwriting his report(s).

      b.      The member will include the name and the badge number of the supervisor who authorized him to handwrite his report(s).

      c.      After obtaining authorization to handwrite his report(s), the member will immediately complete his report(s) and deposit them in the designated report collection receptacle or route the original to his supervisor for approval and routing to records so that it can be entered into the Records Management System.

**.04   *REPORTS***

A.   Information report

    1.    The AFR Information Report is the basic report used to report many non-criminal police activities. When completing an Information Report, the officer will select the radio button "Information" located underneath the title "Incident Type" (see screen shot below).



    2.    The AFR information report has a multi-purpose format and is used for reporting the following:

| | |
|---|---|
| a. | Private property crashes which are not reportable to the Texas Department of Public Safety, may be handled in accordance with GM Procedure 707, *Crash Investigations*; |
| | |

      b.      Any administrative information which does not require a specific report; and

      c.      Information reported by individuals regarding alleged criminal activity.

B.   Offense Report

    1.    An AFR Police Report is completed by an officer who is assigned report responsibility for a reported offense or who files a complaint, as well as for specific special issues (listed in Subsection .04).

    2.    When completing an Offense Report, the officer will select the radio button "Offense" (see screen shot).

3. An AFR offense report is used for all occurrences prescribed in Section .05 of this procedure.

4. When taking a stolen vehicle report in the field, it is essential that officers get the "NIC" number from the Service Agent who has entered the vehicle as an "active stolen" in the OMNIXX systems. Officers should stay on the telephone, if calling in, until the service agents gets the NIC number. The Service Agent will then communicate this NIC number to the officer. This only takes a few minutes to obtain. Also, have these vehicles entered into the systems as soon as possible as this is critical information for the other officers in the field. Once the officers have received the NIC number, they enter it in the vehicle section of the AFR report under the "NIC" write in box. The officer may also include it in the details of the report.

C. Arrest Report

1. When an arrest is made, the "Arrest" radio button is selected. The "Arrested" box must be checked for all physical and technical arrests. The one exception to this rule is when an officer arrests an individual in a stolen car and does not have any additional charges pending. This report will be done on a supplement report in order to cancel the vehicle stolen in the RMS. Any additional charges will need to be generated on a new report.

2. In the Suspect section, select "Known" and check the box titled "Arrested" ( see screen shot below).

3.  Enter the name and DOB of the arrested person and then click the icon "Search People."



4.  Select the **Search RMS** button to search the RMS database. Records which meet the search criteria are displayed in the Search Result's Grid. Up to 20 records can be displayed at one time. The more details entered in the Search Window data field will narrow the search and produce fewer returns.

5. Highlight the desired Name IF found in the RMS Database and select the **OK check mark**



6. The individual's information is now populated onto the report. This procedure will help in preventing multiple entries of an individual's name that is already in the database.

7. Complete the Arrest Details



8. Utilize the drop down menus, especially the "Arrestee Was Armed With" section.

9. In the Associated Charge section, Click the "Add Charge" icon.



10. Make sure you enter the proper charge and number of counts associated with that charge. Remember, if you have multiple charges and offenses, you will have to use the "Add offense/charge" feature.



D. Supplemental Report

1. The AFR Supplement Report is completed by the officer who reports additional information related to an offense/incident and/or those who do not write an offense or incident report.

2. When making changes or corrections to reports which have already been submitted into the system.

3. To recover stolen vehicles, the officer will mark the box "SUPPLEMENT REPORT" at the top of the AFR

police report (see screen shot). The officer will place the **original case number** and **original CFS number** on the report, but will list the current CFS (master incident number) currently dispatched on, in the details. Officers need to describe, in the details of the report, what efforts were made to contact the owner and what the final disposition of the vehicle was. Once completed, the officer will N-Code-10 the new CFS number that they are currently out on. Make sure the service agent/dispatcher cancels the BOLO. The case number is listed in the "hit" confirmation on the CAD return. Both the original and supplement report will be under the same case and CFS numbers. **FOR VEHICLES STOLEN OUT OF ANOTHER JURISDICTION – the officer will request that a new case be generated. He will place the new case number and cfs number in the appropriate boxes at the beginning of the report. The officer will place the other jurisdiction's case number in the details of the report. Please refer to the SAPD WEB, STOLEN VEHICLES, for additional scenarios and how they should be documented.**



E.   Field Interview

1.   The Field Interview form is used in accordance with GM Procedure 508, *Field Contacts*.

2.   An officer documents all field contacts by selecting Field Interview and clicking the Load icon.



3.   The officer does not generate a SAPD case number, but will use the assigned CFS #   SAPD-2012-1234567.

**FIELD INTERVIEW FORM**

Search CAD

| Field Interview Number | Interview Type | Interview Date | Interview Time | Calls for Service # |
|---|---|---|---|---|
| | FIELD CONTACT | Show Calendar | 00 : 00 | |

| Officer ID | Employee # | Badge # | Duration |
|---|---|---|---|
| KRICK,JON | 00110433 | 1014 | |

| Primary Reason for Stop | Location of Stop | Action Taken |
|---|---|---|

| Search Conducted | Reason for Search | Item Seized |
|---|---|---|

☐ Pedestrian  ☐ Vehicle  ☐ Seizure  ☐ Consent

4.  Gather and enter as much information as possible. Date, time and location of stop are essential in this report. Use "Search People" and utilize "Scars, Marks, Tattoos and medical conditions (SMT)."

5.  Officers can enter as many persons as they need to in order to complete their report. However, officers are only able to enter one vehicle per Field Interview  Should a situation occur where multiple vehicles are contacted, a separate field interview will have to be completed for each vehicle and its occupants, however, officers can use the same CFS.

**Vehicle Information**

Search Vehicles   Get Last Vehicle   Save Vehicle

| Vehicle Year | Tag | Tag Year | Tag State | VIN # |
|---|---|---|---|---|

| Make | Model |
|---|---|

| Color | Style | Type |
|---|---|---|

Vehicle Damages

6.  Once complete, follow the same procedures as you would on saving and submitting a report.  The Field Interview report is sent directly to RMS, bypassing the supervisor and records queue.

F.    Adding Review Comments to a Report - Supervisors & Officers

1.  "Review comments" by supervisors during the workflow process.
    (Comments will be removed during the import into RMS.)

    a.  Supervisor

        (1) Once a report has been loaded, begin your review. Click review for any comments the officers may have put in the report.  If there are no corrections to be made, click Save, Close and in Draft click Approve and then Send.

        (2) If you find an error click in the field to be corrected in the report & hold, "SHIFT+ CNTRL +R" to bring up the review edit window.
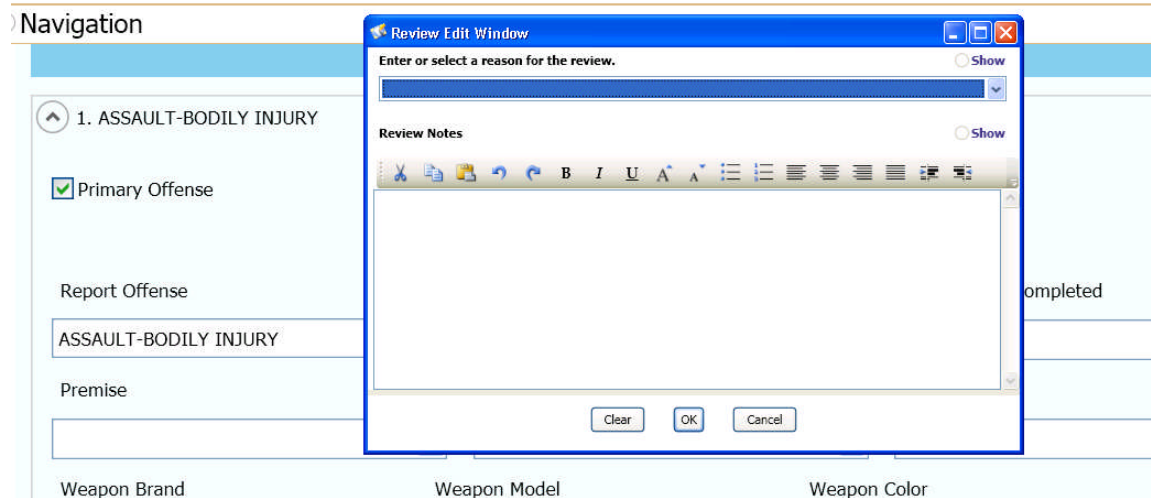


        (3) You have two options for entering the comments:

            i.  Select the reason from the "Enter" or select a reason for the "review" from the drop down; or



            ii. Enter your comment in the "Review Notes" text field. Please add your name and assignment to let the individual know who sent the message.
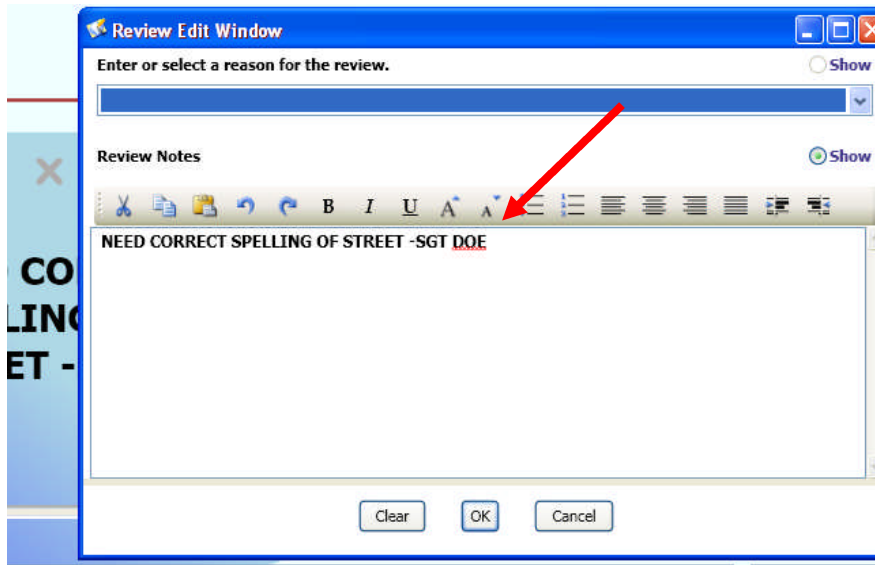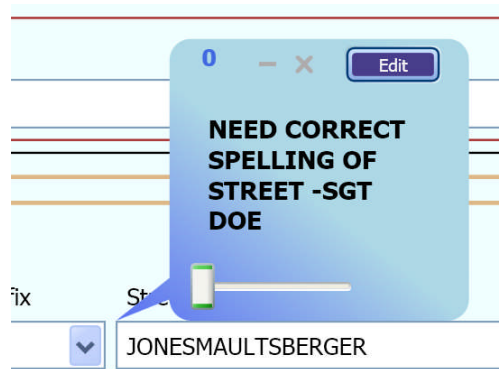
4) Select the OK button on the Review Edit Window.
You will now see the bubble with the comment inserted and from whom.
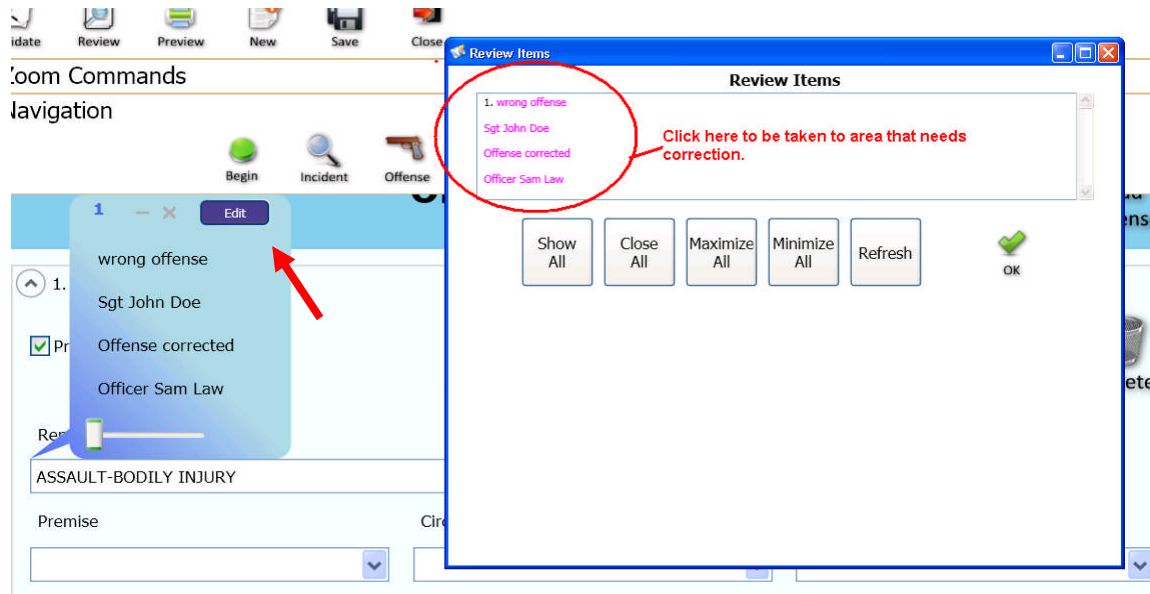


(5) Save the report and reject back to the officer.

b. Officer

(1) Once you receive the report move it to the drafts and load it. Press "review" to see what corrections are needed. By clicking in the "review box" you will be taken straight to where the bubbles are located.
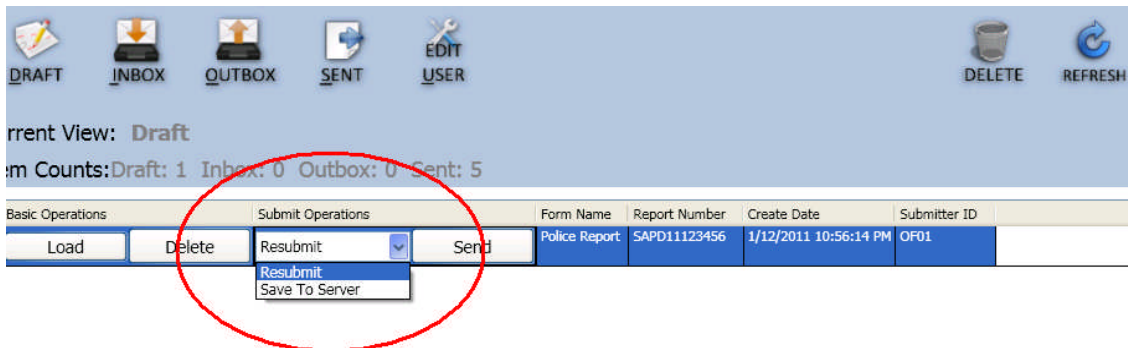
(2) Once you make the correction, you can return your corrected report with a comment. Click "EDIT" and enter the message.

(3) Once complete, Click Save, Close, and then select resubmit from the drop down & send.



(4) Officers may also place comments in a report before sending it. Just use the same process as listed above in the supervisor section, "SHIFT+ CNTRL +R."

## .05 CASE NUMBER ASSIGNMENT AND PREPARING THE REPORT

A. If the incident you are handling requires a report, you can create a case number from the laptop or request a case number from dispatch (CAD).

   1. From a laptop, while assigned to an active call, you will:

      a. Select the "Active Call Info" button, and then select "Request Case #" on the CAD screen.

      b. This will then create your case number for the written report (see screen shot below for examples of both).

c.  Once the officer has the "CASE NUMBER" he can utilize the "SEARCH CAD" tool in AFR and find the case.

d.  The officer can search either by the case number or CFS/master incident number (see screen shot below). Officers are encouraged to use the CFS number as it will return more information that will import into the AFR report.

e.   Once found, the officer clicks "OK" and the basic details of the call will auto fill the report. The officer will see the case number in the correct format. The case number will be in the "Offense Case #" field and the CFS/Master Incident Number will be in the "CFS" field of the AFR report. The CFS/Master Incident Number will not fit in the "Offense Case #" field.



B.   If the incident is one that can be handled by an N-code, the officer does not generate a case number, he merely N-codes the CFS number after placing details into the "Clear Call" Comments field in the laptop. The CFS/Master Incident Number for an N-coded call can be given to a reporting person should they wish to get a "generic" copy of the report, which is in this format: SAPD-2010-0123456 (SAPD-YYYY-#######). Officers are to refer to procedure GM 402, *Differential Police Response*, for using the CFS reporting system.

1.   If the officer needs to generate a report, he will follow the above instructions for creating a case number from the mobile.  A case number will be generated in this format: SAPD12123456 (SAPDYY######).

2.   All General Manual procedures with regard to which calls are N-coded, or must have a report still apply and have not changed.

3.   On any incident where the officer takes some official action, handles evidence, speaks with witnesses in a crime, is an criminal incident, or other situations that do not fit under the criteria of procedure 402, officers shall write the appropriate report.  Officers will be held accountable for any violations.

C.   Officers will select which type of report is being generated in AFR, i.e. Arrest, Offense, Incident, or Supplement (see screen shot below). Then the officer shall complete as many of the sections as possible to have a complete report. Officers should understand that it is critical to get as much accurate information as possible into the report so that all the "information" tabs in the RMS are populated and can used for research.

D.  Any criminal offense involving multiple victims occurring at the **same time & same location**, except for the ones listed below under section E, may be handled on the same offense report with one case number (see screen shot below).



E.  These offenses must be handled on separate reports, i.e., one victim & one case number for each:

1.  Burglary of storage units.

2. Continuing offenses that are separated by distance and time.

**EXAMPLES:**

A car burglar burglarizes five cars on one street may be handled under one case number even though there are five different owners. However, if the same burglar were to burglarize four more cars five blocks away from the original burglary, a new case would be generated to handle the four new burglaries. This is for UCR purposes only.

When a car dealership has 30 cars stolen from the same lot, one report will be written and all 30 vehicles will be reported stolen under the same case number. There will be 30 vehicle sections opened in the AFR report and all 30 sections will have a new NIC number for that vehicle. The NIC number is what cancels the vehicle as stolen with NCIC/TCIC.

F. The AFR Offense Report is prepared and submitted when the preliminary investigation reveals any of the following:

1. An offense classified as a Class B misdemeanor or higher (refer to the Texas Penal Code or GM Procedure 708, *Follow-Up Unit*);

2. A sex offense (i.e., Sexual Abuse, Indecent Exposure, Public Lewdness, or Disorderly Conduct by Exposure). Officers still follow the same reporting procedures with regard to the use of pseudonyms as listed in General Manual procedure 703, *Handling of Sexual Assault Complaints*;

3. All thefts (to include confidence operations such as home improvement swindles, Pigeon Drop, Goldbar Swindle, or Three-card Monte).

4. Officers will check 'Arrest Report' anytime they have a physical body in handcuffs that is being booked into the city or county jail with one exception. This report will also be filled out when there is a technical arrest where a city ordinance violation is being issued. The exception is when an officer has a person under arrest for auto theft and the officer is required to cancel the stolen vehicle. In this case, the officer will simply do a supplement report and will only check the arrest box in the suspect section. If there are additional charges to be filed against this arrested person, then a second report with a new case number and CFS number will need to be generated and all the additional charges will be entered into this report. The officer will put the original case number for the stolen report into the 'Related Case Number' box.

5. Stolen property will be listed in the Property Section of the AFR report. Like items such as clothing, which do not have serial numbers may be put in one property section. However, items such as electronics, which have serial numbers, or other identifiers, must have their own property section. This will be completed this way even if the owner does not have the serial number on hand. The "value" section must have the total amount of **ALL** the property types that were stolen.

## Property

Add Property

- 1. Article - SONY, WIDESCREEN
- 2. Article - CUSTOM DESIGN
- 3. Article - GOLD NECKLACE

## Property Items

Delete

| Property Tag # | Qty | Category | Action |
|---|---|---|---|
| | | JEWELRY AND PRECIOUS METAL | STOLEN/ETC. |

| Owner | Value | Brand |
|---|---|---|
| | 6600.00 | |

| Model | Color | Serial Number | SRN/NIC Number |
|---|---|---|---|
| GOLD NECKLACE | GOLD | | |

| UCR Code | Secondary Action | Secondary Value | Date Recovered |
|---|---|---|---|
| | | | Show Calendar 15 |

Additional Description

```
1 GOLD NECKLACE 32" SERPENTINE  $2000
4 LADIES GOLD RINGS $600
2 MENS GOLD BRACELET $1000
1 MEN'S GOLD STANFORD COLLEGE RING W/ 1CT DIAMOND $3000
```

6. **Listing different types of property, some with serial numbers:** Listed below are examples using electronics and jewelry.

G. Apparent Sudden Deaths (except deaths resulting from traffic accidents, refer to GM Procedure 707, *Crash Investigation*). Use "DOA" in the drop down box in the AFR for "situation found" and then select "APPARENT SUDDEN DEATH," except in criminal homicide cases;

H. Any assault offense, regardless of punishment classification; and

I. Other occurrences, documented in the narrative section of the AFR report, including:

| | | |
|---|---|---|
| 1. Found Property | 5. | Criminal Mischief |
| 2. Lost property | 6. | Missing Persons |
| 3 Attempted Suicide | 7. | Warrantless Emergency Detentions |
| 4. Accidental shooting (with injury) | 8. | Federal Violations |

## .06 *RESPONSIBILITY AND PROCEDURE FOR TURNING IN REPORTS*

A. All AFR reports are completed and submitted by members to a shift supervisor during and prior to the end of their tour of duty. PDF AFR reports may also be submitted to follow-up units via email either through the vehicle laptop or a desktop computer when requested or appropriate. Officers must return to service after completion of the call and generate reports as time permits. If behind at the end of the shift, contact a supervisor about returning the vehicle and completing reports at the substation. If all computers are in use or the system is 'off line," contact a supervisor for approval to handwrite reports and list his/her name/badge in the report narrative.

## .07 *OFFENSE CLASSIFICATION TERMINOLOGY*

A. Offenses will be coded electronically in the Automated Field Reporting (AFR) System by the Records Management System (RMS) when the officer selects the appropriate offense in the AFR. In the event an Offense Report is handwritten, the report will be manually entered into the RMS by records personnel using AFR.

B.    The officer will select the particular offense listed in the drop down menu of the AFR offense reports from the OFFENSE section.  The offense codes or statute will automatically fill in after the selection (see screen shot below).



**.08    *RESPONSIBILITY AND PROCEDURE FOR TURNING IN REPORTS***

A.    Supervisors will review and approve all reports submitted through the AFR System.  Report review and approval will be conducted on a daily basis by using either the personal computers located at their substations or the laptop computers located in their patrol cars.  Supervisors shall monitor the service area inbox queue continually throughout their shift and utilize the Officer FBR Activity tool to reconcile all reports submitted by officers through the AFR System. When an officer requests a case number and does not submit a report the Records Management System (RMS) will send out an electronic tracer for the missing report to the handling officer.

1.    Access to the Officer FBR Activity Tool is available at the SAM RESOURCE page, http://samweb/welcome.asp.  A training video has been established and is available on the Officer FBR activity system tool under the "HELP" tab. Supervisors need to review this video and ensure that they have the ability to use the tool.

a.    Supervisors will review and approve officers' pending reports during the course of their shifts. Once the reports are approved, the supervisor must submit the reports to the RMS through the AFR system.

b.    The rejection process is done through the AFR system.  Supervisors will place a "sticky" on the particular sections needing correction.  The officer will make the correction and then resubmit the AFR report to the supervisor. The supervisor will ensure that the correction was made and will then forward the report to the RMS through the AFR system.

c.    The Officer FBR Activity tool is a web based system setup to replace PRTS and to reconcile, on a daily basis, how many reports were neither written, saved to server or rejected in the AFR

system by the officers. All SAPD supervisors will utilize the activity tool daily to reconcile AFR reports.

The system has three core report reconciliation functions:

1. **No reports written** – This is a list of case numbers requested and no AFR report was written.

2**. Save To Server** – This is a list of reports where the officer started a report, but has not finished and submitted to supervisor for approval. The report is sitting in the officer's inbox.

3. **Rejected reports** – This is a list of reports rejected back to the officer for correction and the officer has not completed this process. These reports should be corrected and resubmitted for approval.

d. Offense/Incident Reports written by non-sworn members and officers assigned to the Service Expediter System will be written through the AFR system, then reviewed and approved by the appropriate supervisor.

**.09** *REPORTS REQUIRING CALL-IN NOTIFICATION*

A. In addition to completing the required reports, members shall immediately report the following types of incidents by telephone to either a member at the Security Services Desk, service area substations, or the Juvenile Processing Unit for entry into the Records Management System (RMS), NCIC/TCIC or the TLETS computer system:

1. Stolen Motor Vehicle Offense Reports shall be immediately reported to the service area Police Service Agent.

2. Recovered Stolen Motor Vehicle Offense Reports shall be immediately reported to the appropriate service area dispatcher. When a NIC number is obtained it will be listed in the property section of the AFR police report in the 'NIC' box.

3. Missing Person reports shall be immediately reported to the Juvenile Processing Unit.

4. The relocation or repossession of towed vehicles shall be reported to the Police Service Agent at the Security Services Desk located at Headquarters (207-7610) or the Security Systems Office (207-7324).

5. Whenever a firearm is reported stolen, an officer shall immediately report the stolen firearm(s) to the appropriate service area Police Service Agent by telephone for entry into NCIC/TCIC.

B. The reporting officer shall check "priority name" on the AFR Police report in the administrative section and list the name of the Police Service Agent contacted. Officers shall also note in their details that the report was "CALLED IN."

C. Reports Called In

1. After calling in the report to one of the units listed in subsections .10 A. 1-5 (above), the officer should:

a. Ensure that the report is entered in the Automated Field Reporting (AFR) System;

b. Note in the details of the report that the incident was "CALLED IN";

    c.    Enter the time the report was called in; and

    d.    Enter the operator identification number of the contact person who took the report in the OMNIXX system.

2.    Handwritten reports are then submitted at the end of the tour of duty with the words "CALLED-IN" written at the top of the report.

**.10**    *REPORTS TAKEN BY POLICE SERVICE AGENTS AT THE SECURITY DESK OR SERVICE AREA SUBSTATIONS*

    A.    When a complainant either calls or arrives at any service area substation in person to make a police report, the Police Service Agent assigned to the substation Security Systems Desk receives the information and shall complete the AFR report;

    B.    When a complainant arrives at the Service and Security Agents Desk at Police Headquarters requesting to make a police report, Service and Security Agents Desk personnel will:

        1.    Direct the complainant to the appropriate follow-up unit if located in the Police Headquarters building.

        2.    Contact the dispatcher and request an officer to prepare the report if the follow-up unit is not located at the Police Headquarters building.

    C.    The offense reports are filed electronically in the Records Management System. In order to conform to the court decisions affecting the Privacy Act and the Open Records Act, two (2) separate reports are created by Records Office personnel from the offense report.

        1.    PUBLIC REPORT - This is the computer-generated report available to the public and the press in accordance with GM Procedure 307, *Public and Media Information*.

        2.    POLICE OFFENSE REPORT - This is the computer-generated report routed by Records Office personnel to the follow-up investigation unit. This report is not available to the public and press. It contains all information concerning the offense submitted by the member with report responsibility.

    D.    Members shall not include the names of individuals in the details section of reports, with the exception of officers' names.

**.11**    *MAKING CHANGES ON POLICE REPORTS*

    A.    Finalized reports (Offense and Incident) may only be amended through the use of a Supplemental Report. Additionally, reports filed in connection with an arrest (custodial and non-custodial) must also have corrections made through the use of a Supplemental Report. The Supplemental Report can be generated through the Automated Field Report System (AFR) and sent electronically to the RMS. Any reports not yet finalized by a field supervisor may be corrected and resubmitted.

    B.    If an officer needs to be contacted to make any changes to reports per the request of any section/unit/office, they will be contacted through their chain of command.

**.12**    *PRINTING AND EMAILING REPORTS*

    A.    Officers may, when necessary, provide copies of reports to agencies that require a copy in order to handle a particular police incident. For example, hospitals frequently require a copy of the police report when handling an emergency detention. Officers may take their thumb drive into the facility and print a copy of the saved report. Officers may also access their email from the laptop in their police vehicle and

email the report to a designated individual.

### .13 *COMPLETING REPORTS WHEN WORKING OFF-DUTY EMPLOYMENT*

A. Report responsibilities when working off-duty employment are addressed in General Manual Procedure 905, *Off-Duty and Outside Employment*.

B. For other major city events, FIESTA, NIOSA, and Folklife Festival, computers will be made available at the command posts for each event that will have the AFR program so that officers can complete reports as required. In the event that computers are not available reports will be handwritten.

### .14 *ANALYZING PROBLEMS AND TROUBLESHOOTING*

A. Operational Issues With AFR System

If officers experience AFR System malfunctions, the following resources should be consulted:

1. The user's guide provides help with most problems concerning the operation of the AFR software;

2. AFR Trainers are able to provide additional assistance with operating details and minor troubleshooting guidance; and

3. Technical support is provided by Information Systems personnel during normal business hours (Monday – Friday, 0745 – 1630 hours).

   Officers should email either PD AFR SUPPORT or PD RMS SUPPORT with questions or if they are having technical issues with a report.

   Officers shall include the following in the email:
   SAP number
   CASE and CFS NUMBER
   Synopsis of problem
   Attached PDF copy of the report

B. Functional Issues With AFR System Application

If officers experience trouble using the AFR program, accessing forms, printing reports, etc., they should adhere to the following guidelines to resolve the situation:

1. Refer to the AFR System User's Guide;

2. Confer with AFR Trainers on the shift;

3. Confer with a FTO Sgt. on the shift;

4. During normal business hours, request that the dispatcher notify Information Systems; and

5. Outside of normal business hours, notify his supervisor and return to the substation to get another patrol car.

C.     Technical Issues With AFR System Equipment And Software

If an officer experiences trouble with the AFR System equipment or software, such as the system will not respond, or AFR System will not come up, etc., he should adhere to the following guidelines to resolve the situation:

1.   Reboot the laptop by holding the power button for more than 7 seconds. This properly shuts down the laptop. Then, restart the laptop.

2.   If reboot fails, immediately notify the shift supervisor about equipment failure.

3.   In the event of laptop damage, immediately fill out a SAPD Form 162, *Found Damage Report*, and submit it to the shift supervisor.

4.   Immediately notify ITSD personnel about equipment failure by email noting the vehicle and laptop number.

5.   The email should specify the exact nature of any problems occurring on the laptop as ITSD may have to review the software.

6.   Obtain another vehicle.

7.   Patrol Officers shall notify their dispatcher of laptop related problems; and

8.   Desktop users shall call the Helpdesk (207-8888) to report any problems. The Helpdesk personnel will either provide appropriate assistance or generate a work order specifying the problem to ensure a timely follow-up.

### .15   *REMOVING LAPTOP FROM VEHICLE*

A.     General Guidelines

1.   Members are required to watch the Video "Removing MDT from Vehicle" located at the following location \\fscommon\academy_training\2010\removing mdt from vehicle.mpg. This video was produced by the San Antonio Police Department Training Academy Staff, to familiarize members with the proper procedure for undocking and docking laptops in SAPD Vehicles. Questions may be directed to the Training Academy: 207-6262.

2.   After reviewing the above mentioned video, members must complete SAPD Form 159.08 *Removing MDT from a Vehicle Video – Signature Receipt* and turn into their Sergeant.

3.   Members will now have the ability to remove (undock) the laptop from their assigned vehicle. Note: Laptops will only work with the vehicle it is assigned to (the one it was undocked from).

4.   Members should leave the laptop "Locked" in the docking station and only unlock and undock the laptop when mobility is necessary.

5.   Members should "never" operate their vehicles with the laptop unlocked or undocked.

6.   Members are personally responsible for the care and control of their assigned vehicle laptop.

7.   Members must remain with the undocked laptop (be physically present) when it is removed from the vehicle to be compliant with the Criminal Justice Information System (CJIS).

8. Laptops will only work on the City's secure wi-fi network. If the location the officer is at has wi-fi but it is not on the City's secure network, the laptop will not connect. Members should not attempt to connect to any network other than the City secure network.

9. Docking stations will be made available for members use in various locations throughout the city.

10. At no time should a patrol vehicle be left unattended with the laptop, unlocked in the docking station.

11. Members should be mindful when using the laptop of restricting the public viewing of any information (displayed or stored) on the departmental laptops.

   a. Any access to CJIS information (TCIC/NCIC TLETS/NLETS) in a non-secure environment is not allowed. While the laptops are removable, if taken into a public space, such as restaurant, it is not longer in a secure environment and therefore CJIS information cannot be accessed.

   b. Do not share any information that is obtained from TCIC/NCIC TLETS/NLETS with anyone other than authorized users. (This includes the subject of the information, code compliance, child protective service, etc. There are plenty of paid services available to search public records.)

   c. Do not copy and paste information from TCIC/NCIC TLETS/NLETS into reports. (The reports are subject to the open records act and are releasable to the public.)

   d. Any violation Government Code 311.085 is subject to administrative sanctions or criminal penalties. (If convicted of accessing the information for non criminal justice reasons, it is a class b misdemeanor; if convicted of selling the information, or releasing the information for any financial gain, it is a felony.)

B. Undocking

   1. Members may undock and utilize the laptop in a portable fashion for investigative purposes. The security of the laptop remains the responsibility of the assigned member.

   2. Wi-fi should connect automatically. The mobility icon should engage showing that it is connecting, this may take a moment. After connection is achieved the laptop should function as when in the patrol vehicle.

   3. When returning the laptop to its assigned vehicle, special care must be exercised to ensure the sliding docking panel door on the back side of the laptop is open and the laptop is properly aligned in the dock. The effort exerted to dock and lock the laptop should be minimal. If resistance is encountered, members are advised to check the alignment of the laptop to avoid damaging the connectors. **Again do not force the "redocking" as this could damage the pins that secure the laptop and result in the vehicle docking station to have to be repaired.**

**.16**     *MISCELLANEOUS*

A.     Only select officer when that individual is performing a police - related task and becomes a victim.



B.     Officers will not list themselves as "other, reporting person, or unknown" on any AFR police reports. List any member's name and badge number as necessary in the narrative of the report.

C.      X-Ray Numbers

1.    In the event that the CAD system goes down and dispatchers begin to issue X-ray numbers, officers should follow the below process for completing their reports:

   a.    If the officer handwrote a report using the X-ray number, the officer should create an incident number (CFS) on the CAD using ON SITE ACTIVTY, then create an offense case number. The officer shall write both of these numbers above the X-ray number on the green sheet. Then route the green sheet to records. This way records has the proper numbers to input these into the RMS with AFR. Please advise your officers that any handwritten reports that arrive to records with X-ray numbers only will be returned to them. The X-ray number should be in this format: X-123456

   b.    If the officer waits until the CAD comes back up to write their report in AFR, the officer will generate an incident number (CFS) using "ON SITE ACTIVTY" and then generate a case number so that they can put it in AFR. Then put the X-ray number in the "RELATED CASE NUMBER" field in this format X-123456