



DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Case Reports and Forms	Effective Date: September 8, 2015	Policy Number: 4.41
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Attachments:	L. Shane Nelson, Sheriff	

I. PURPOSE

While the primary purpose of a case report is to document events and refresh the deputy's memory of the incident, it is also used to convey information and law enforcement intelligence to persons other than the writer. This may be done for the purpose of investigating various crimes and incidents, or to study what crimes are being committed, when and where, to take measures for apprehending offenders, and many times for preventative action, as well as for statistics and crime trends.

II. POLICY

The Deschutes County Sheriff's Office uses New World Systems Record Management System (RMS) to complete and distribute case reports. Sheriff's Office members shall be proficient in the operation of this system.

III. DEFINITIONS

CJIS is the Federal Bureau of Investigation's Criminal Justice Information Services.

FBR means New World Systems, Aegis Mobile Field Based Reporting system.

IBR/NIBRS means National Incident Based Reporting Systems.

LERMS is New World Systems, Aegis Law Enforcement Records Management System is an informational database that tracks statistical, operational, investigative, management, and administrative data for subsequent inquiry and reporting of law enforcement related cases and incidents.

Merge is a computer program developed by New World Systems, Aegis Police Mobile Merge Client, used to move data from FBR to LERMS.

IV. GENERAL REQUIREMENTS FOR ALL CATEGORIES

The objective of report entry is to capture as much relevant information as possible regarding each suspect and crime so that, in the future, deputies will be able to conduct computer searches for suspects and find links between crimes that have not been possible to solve to date. The ability of the system to do this is dependent on each person writing the report and inputting *accurate* and *complete* information into the system via the reports. If the reporting deputy does not compile accurate information into suspects name file, the record will not be able to be searched using unique or specific information at a later date.

Detailed information contained in criminal reports is necessary for records staff to complete Incident

Based Reporting (IBR) reports as required by CJIS. Required information includes the crime committed, how and where the crime was committed as well as how the case was cleared. There are many differing parameters that records staff must be able to ascertain from reports in order to completely and accurately complete the IBR process, so thorough reports are imperative.

Reports must also be submitted in a timely manner as outlined in [Policy 4.40 Records and Case Tracking](#). **All reports shall be completed and turned in for supervisor review and approval prior to days off. No report shall be held over days off. Priority and in-custody reports are required to be completed, submitted, and approved by a supervisor prior to going off duty each shift.**

NOTE: Hate crimes investigations and reports are to be completed just as other criminal investigations and reports. Records staff will complete the "IBR Narrative" in the event a criminal incident/report meets the hate crime criteria outlined in the OSP NIBRS Crime Reporting Handbook.

V. MOBILE FIELD BASED REPORTING (FBR)

Case reports are generated by the assigned deputy in the Aegis Mobile Field Based Reporting (FBR) program using the case number assigned by 9-1-1 Dispatch. Deputies shall import and complete all mandatory fields to submit with their case narrative prior to supervisor review. Refer to the Aegis Police Mobile Computing User's Guide for detailed instructions on how to use FBR.

VI. AEGIS MERGE CLIENT (MERGE)

The Aegis Merge Client (Merge) program is used only by the Records Unit staff to merge reports from the FBR database to the LERMS database once the report has been approved by a supervisor. This merges all pertinent data from the field report, such as persons, vehicles, and narrative, to the Incident, Case, Arrest, and Accident Reports as appropriate, eliminating the need for redundant data entry. Refer to the Aegis Police Mobile Computing User's Guide, Chapter 10, for instructions on how to use Merge.

VII. AEGIS LAW ENFORCEMENT RECORDS MANAGEMENT (LERMS)

Once a case report has been merged from FBR via the Merge program, the Records Unit maintains and manages case records in the LERMS database. Refer to the Aegis Law Enforcement Records User's Guide for detailed instructions on how to use LERMS.

VIII. CASE REPORT ATTACHMENTS

Case-related e-mails shall be scanned and filed with the case report.

Items that are not considered evidence may be attached to the report. These include, for example, other agency reports or a victim's list of stolen property.

IX. ADDITIONAL REQUIRED FORMS

A. Citations

All pertinent information shall be entered on citations, from all personal information on the cited person to color and style of vehicle, if pertinent. All citations will indicate the district where the citation was issued/occurred and any related case number. Incomplete citations will be returned to deputies following supervisor's review.

B. Impounds

All sections are required to be completed on the Vehicle Impound Form whenever a vehicle is towed. Incomplete forms will be returned to the deputy for proper completion. A copy of the Vehicle Impound Form shall be placed in the Civil Unit's box for processing on the day that the impounding occurs, and submitted as an attachment to the case report. See [Policy 5.14 Motor Vehicle Tows, Inventories, Impounds and Releases](#) for additional information.

C. DMV State Crash Report

These are to be completed as indicated on the form and submitted to records for data entry after being approved by a supervisor. See [Policy 5.16 Motor Vehicle Crash Investigation](#) for additional information.

D. Evidence in Custody Report

These are to be completed in conformance with [Policy 4.10 Evidence Control](#). Evidence in custody reports are essential to the maintenance of chain of custody records.

E. Missing Persons Checklist

These are to be completed to the greatest extent possible. The information required to complete these forms may prove invaluable in locating missing persons. See [Policy 7.06 Missing Persons Investigations](#) for additional information.

F. Missing Person/Runaway Form

These are to be completed for all missing persons and/or runaway reports. See [Policy 7.06 Missing Persons Investigations](#).

The Runaway Juvenile form shall be completed and signed by the parent or legal guardian at the time the initial report is taken. The original form is submitted with the deputy's original incident report. A copy is to be faxed to the Juvenile Department as soon as possible after taking the report.

The Deschutes County Juvenile Department then enters the juvenile as a runaway into LEDS/NCIC.

G. UUV/Signed Stolen Motor Vehicle Report

The UUV form shall be completed and signed by the victim of a UUV at the time the deputy is taking the initial report. These are to be submitted as an attachment to the original report.

H. Domestic Violence

When Domestic Violence has occurred, a [Domestic Violence Lethality Screening](#) form will be filled out in addition to a case report. The Lethality Screening form is to be submitted as an attachment with the original case report.

I. Miscellaneous

There are a number of additional forms available for use in differing situations, such as:

- a. Search Warrant Returns
- b. OSP Forensic Services Request
- c. Consent to Search
- d. Medical Release Form

Copies of all forms are available in the main office forms room and in designated file cabinets in the outlying stations. Copies are also available on the DCSO shared drive.

For additional information and illustrations, see the Deschutes County Sheriff's Office Sample Forms Folder on the DCSO shared drive.

J. Completion and Processing

All reports and citations submitted to the Records Unit will be processed by Records staff. Reports and Motor Vehicle Crash reports will be distributed by Records staff to the appropriate agencies or persons.