

Report Preparation

322.1 PURPOSE AND SCOPE

Report preparation is a major part of each member's job. The purpose of a report is to document sufficient information to refresh the member's memory and to provide sufficient information for follow-up investigation, court testimony, and successful prosecution. Report writing is the subject of substantial formal and on-the-job training.

322.1.1 REPORT PREPARATION

Members should ensure that their reports are sufficiently detailed for their purpose and reasonably free of errors prior to submission. It is the responsibility of the assigned member to complete and submit all reports taken during the shift before going off-duty, unless permission to delay submission of the report has been approved by the Shift Commander. Generally, felony reports or those reports requiring prompt follow-up action on active leads, evidence collection, persons of interest or arrest reports where the suspect remains in custody should not be delayed. Additional guidance can be found in Policy 421 (Shift Commanders).

Handwritten reports or forms must be prepared legibly. If the report is not legible, the submitting member shall be required by the reviewing supervisor to promptly make corrections and resubmit the report.

All reports shall contain appropriate spelling and grammar. Quotation marks shall be used for all direct quotes, as well as slang terminology or profanity. Slang terminology may require an explanation of the meaning from the person providing the statement. The use of abbreviations should be limited.

All reports shall accurately reflect the following:

- (a) The identity of involved persons and witnesses
- (b) All pertinent information seen, heard or assimilated by any other sense
- (c) Any actions taken by officers at the scene

Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such and based on the application of special knowledge or training.

322.1.2 DEFINITIONS

Except as noted in this section, these definitions shall be used in all department reporting:

Person of Interest - Person possibly involved in the crime, but probable cause to arrest or refer for prosecution does not yet exist.

Suspect - Person for which probable cause to arrest or refer for prosecution exists.

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In order to accommodate prosecutorial review of domestic violence allegations in which we are unable to substantiate probable cause, as well as child abuse and neglect cases that are statutorily required to be reviewed by a prosecutor, the term suspect shall be used to describe the involved person in the case report.

In all other instances in which a case is referred to a city or state prosecutor, members shall ensure that a suspect has been properly identified, there is sufficient information to substantiate the elements of the crime, and probable cause for the arrest and/or issuance of a summons or warrant has been established.

322.1.3 REPORT INFORMATION REQUIREMENTS

All personnel shall ensure the following procedures are followed when completing reports or collecting evidence.

- (a) All names of persons involved in a case shall be documented in the primary report or added when a supplemental report is completed. The synopsis of the original case report shall contain the names of all department members involved in the initial investigation.
- (b) The following information should be included in all reports as applicable:
 - 1. Type of person - suspect, person of interest, victim, witness, etc
 - 2. Full name - last, first, and full middle when possible
 - 3. Current address - street, apt/unit, city, state, and zip code - do not assume the CAD/RMS has the most current information (For homeless victim's officers should list the Gladys Ray Shelter, 1519 1st Ave. S for the address).
 - 4. Social security number
 - 5. Current phone numbers - home, cell, and work
 - 6. Date of birth
 - 7. Gender/race
 - 8. Current Employment/School
 - 9. Criminal Charge (if the person is an arrestee or suspect)
- (c) If typing a report or supplement in New World Mobile, names of involved parties should be entered into the appropriate tabs and should include as much biographical information as possible as noted in this section.
- (d) If dictating a supplement, any name shall be stated at the very beginning of the supplement before any narrative portion and should include as much biographical information as possible as noted in this section.
- (e) Whenever evidence is acquired by a department member, regardless of how that occurred, the member shall complete a supplemental report, which includes a brief description of the circumstances as to how and when the evidence was acquired, from whom or where recovered, and its relevance to the case. The supplemental report

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shall be completed in addition to the proper logging of the evidence utilizing the Department's evidence-tracking computer system.

- (f) Evidence shall be listed at the very beginning of the supplemental report before any narrative portion if the report is dictated or in the case report or typed supplement under the appropriate property tab within New World Mobile. Entries shall be in the following format:
 - 1. Title - evidence
 - 2. Type/description - ex: security video, latent print from pop can, CD/DVD of interview, etc
 - 3. Location - evidence locker, laser fiche, 7th Ave. alternative storage
- (g) Any name or evidence added to a case after the original report is filed shall be mentioned at the beginning of the supplement in accordance with the requirements of this section.
- (h) Crime Scene Investigators (CSI) or other assigned members are required to complete a photo log on traffic fatalities, homicides, suspicious deaths or any time a supervisor or incident commander deems the completion of a photo log as necessary. A photo log may be used in lieu of individually listing a description of each photo taken in the supplemental report. However, a supplemental report memorializing the member's actions and the existence of the photographs and photo log shall be completed.
- (i) Officers shall note in their investigative reports the existence of any department-created video or audio records obtained pursuant to an investigation in which they actively participated. Incidental video/audio records obtained due to proximity or a response without any other active participation in the incident do not require report documentation. A narrative summary for interrogations shall be done as required in the Portable Audio/Video Recorder Policy (424), section 424.6.
- (j) All criminal reports shall be prioritized and a review of solvability factors conducted in conformity with the Report Preparation Standard Operating Procedures (SOP 322).

322.1.4 ASSIST OTHER AGENCY REPORTS

When assisting an outside agency with the investigation of a crime that occurred in their jurisdiction, assisting officers shall complete a case report documenting that assistance.

To ensure the case report can be forwarded to the proper agency and/or the requesting officer the following information shall be documented in the report:

- (a) The name of the requesting agency shall be listed as the "complainant" for the report along with the street address and main phone number for the agency.
- (b) The name, work address, and work or cell phone number of the outside agency member who made the request if applicable.
- (c) An email address for the agency or the requesting officer should be included in the first line of the case synopsis.

All Assist Other Agency reports shall be coded priority 4. This will ensure a timely notification to the requesting agency.

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322.2 USE OF AXON DRAFT ONE

Draft One is an artificial intelligence (AI) report-writing assistant that generates draft narratives from officer-recorded audio using department-issued devices. The tool is intended to improve report writing efficiency in compliance with the Generative Artificial Intelligence (Gen AI) Use Policy (345) and all report standards contained in this policy.

Officers shall complete department-authorized training prior to being granted access to Draft One.

Officers are authorized to use Draft One to assist in the creation of case narratives for any reportable incident, provided that the final report complies with the standards outlined in this policy. There are no categorical restrictions on the types of cases for which Draft One may be used; however, officers must exercise professional judgment in determining whether the use of Draft One is appropriate for complex, sensitive, or high-risk incidents (e.g., major crimes, fatal incidents, or detailed interviews).

Regardless of case type, officers are expected to:

- (a) Carefully review and edit all generated content to ensure factual accuracy and completeness.
- (b) Fill in any missing information not captured in the original audio, including observations, actions taken, or visual details.
- (c) Avoid including inferred content or assumptions not directly observed or verified.

Officers shall continue to take detailed field notes and should not rely solely on Draft One or video/audio recordings as a replacement for thorough documentation. In any circumstance where the officer determines that Draft One does not adequately capture the necessary elements of the report, the officer shall default to manually composing the narrative.

322.2.1 REPORT REVIEW AND QUALITY CONTROL

Officers are responsible for reviewing, editing, and verifying all content generated by Draft One prior to submission. Draft One will notify officers if less than 10% of the draft has been modified. The modification requirement is enabled to ensure officers thoroughly review their drafts and insert additional information, including, but not limited to, names, observations, exact statements, etc. If the officer determines that a Draft One-generated narrative does not meet report standards or lacks necessary detail, the officer shall prepare the report manually.

When copying a Draft One narrative into a case report in New World Mobile, the following statement shall be included:

- "This narrative was initially generated using Axon Draft One based on recorded audio. The content has been reviewed and edited by the reporting officer for accuracy and completeness."

All reports generated using Draft One shall remain in full compliance with the requirements outlined in this policy.

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322.2.2 AI COORDINATOR RESPONSIBILITIES

Pursuant to the Gen AI Use Policy (345), the Professional Standards Division (PSD) commander is the designated AI coordinator and shall:

- (a) Ensure member access to Draft One is configured and monitored in compliance with department policy.
- (b) Ensure periodic feedback is obtained from department members to assist with performance evaluation and future improvements.
- (c) Respond to questions related to the use of Draft One.

322.3 REQUIRED REPORTING

Case reports are required in all of the following situations on the appropriate department-approved form unless otherwise approved by a Shift Commander. Shift Commanders are responsible for approving all reports, notifying officers of rejected reports, and ensuring the report is forwarded to the Records Unit in a timely manner.

322.3.1 CRIMINAL ACTIVITY

When a department member responds to a call for service, or becomes aware of any criminal offense, the member shall document the call or incident in conformity with this section.

A criminal report requires a victim and sufficient information to establish the elements of a particular criminal offense in order to be reportable. The victim's desire not to prosecute the offender does not negate the requirement to file the criminal offense, which may be later linked to other offenses, as well as ensure accurate crime reporting is conducted. The victim's desire not to prosecute shall be documented in the narrative. However, in the event of a later arrest or suspect identification the victim should be recontacted to confirm their desire to forgo or support prosecution.

If a call for service is determined to be reportable under the parameters of the Department's online reporting system the officer may refer the complainant to that reporting platform if appropriate based on the circumstance

For all calls for service, the responding officer shall enter a short summary about the circumstances and any actions taken into the comments section of the call for service in New World Mobile. Calls that do not result in reportable criminal activity may require more comprehensive notes.

Activity to be documented in a written report includes:

- (a) All arrests
 - 1. Incidents involving an arrest shall be submitted to the Shift Commander prior to the end of the arresting officer's shift.. All arrest reports and the associated case report should be completed as soon as practical after the arrest is made.
- (b) All criminal investigations and related follow up.
- (c) Any situations covered by separate policy, which include:
 - 1. Use of Force Policy (300)
 - 2. Domestic Violence Policy (310)

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3. Child Abuse Policy (315)
 4. Adult Abuse Policy (313)
 5. Hate Crimes Policy (319)
- (d) Any physical evidence collected and submitted to the property unit.
 - (e) Notification to the victim regarding Marsy's Law information.

322.3.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report or form:

- (a) Any use of physical force by a member of this department (see the Use of Force Policy 300).
- (b) Any firearm discharge (see the Firearms Policy 306).
- (c) Any time a person is reported missing (regardless of jurisdiction) (see the Missing Person Reporting Policy 316).
- (d) Any found property.
- (e) Any traffic accidents above the minimum reporting level (see the Traffic Accident Response and Reporting Policy 501).
- (f) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
- (g) All protective custody detentions.
- (h) Calls for service at liquor establishments licensed by the City.
 1. In addition to any other criminal investigative reports, members shall complete a department Liquor Establishment Form (LEF) for tracking and reporting purposes.
- (i) Suspicious incidents that may place the public or others at risk shall be documented utilizing the suspicious activity/person report charge within the mobile system.
- (j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

322.3.3 DEATH REPORTS

Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigation Policy (328). An officer handling a death investigation should notify and apprise a supervisor of the circumstances surrounding the incident and a determination will be made on how to proceed. The following cases shall be appropriately investigated and documented using a case report:

- (a) Sudden or accidental deaths
- (b) Suicides
- (c) Homicide or suspicious deaths

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- (d) Unattended deaths (no physician or qualified hospice care during the period immediately preceding death)
- (e) Found dead bodies or body parts

322.3.4 INJURY OR DAMAGE BY DEPARTMENT PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a department member. Reports or documentation in the applicable call for service shall be made when there is damage to department property or equipment. Documentation about the damage shall also be entered into the Department online electronic database.

322.3.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

- (a) The injury is a result of a drug overdose.
- (b) There is an attempted suicide.
- (c) The injury is major or serious, whereas death could result.
- (d) The circumstances surrounding the incident are suspicious and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct a member to document any incident he/she deems necessary.

322.3.6 DEPARTMENT ONLINE REPORTING SYSTEM

In order to increase department efficiencies and provide an alternative reporting mechanism for the public, specific crimes and/or other reports should be referred to the Department's Online Reporting System (DORS). The requirements and types of crimes reportable via DORS is referenced in the Report Preparation Standard Operating Procedure (322).

Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).

This policy applies to calls for service reported through the Red River Regional Dispatch Center or an on-scene officer as outlined in the policy.

322.3.7 DEPARTMENT LOBBY CALLS FOR SERVICE

Upon receiving a complaint or call for service in our front lobby area, Records Unit staff shall acquire all necessary information such as the nature of the crime or complaint, location of the incident, and the complainant's name and contact information. If appropriate, Records Unit staff should refer the complainant to the online reporting kiosk in the lobby or, if circumstances dictate, take the report directly from the complainant. If an officer response is needed, staff should contact the Red River Regional Dispatch Center (RRRDC) who shall dispatch the appropriate officer to the lobby or location of the incident depending on the complainant's wishes.

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322.4 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all members and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities. Additional guidance is contained in Policy 421 (Shift Commanders).

322.4.1 GENERAL USE OF OTHER FORMS

All forms should be block printed or electronically typed as appropriate.

322.5 REPORT CORRECTIONS

Shift Commanders shall review reports, handwritten forms and non-traffic citations for content and accuracy. If a correction is necessary, the reviewing Shift Commander shall ensure contact is made with the officer, stating the reasons for rejection. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

322.5.1 VOIDING NON-TRAFFIC CITATIONS

Voiding a non-traffic citation may occur when a non-traffic citation has not been completely filled out or where it is completed but not issued to the violator.

322.5.2 CORRECTING NON-TRAFFIC CITATIONS

When a non-traffic citation is issued to a violator and later determined to be in need of correction, the officer issuing the citation shall first consult with a supervisor regarding the necessity for correction. If correction is deemed necessary, the officer shall make the correction and forward to the supervisor who shall notify the Records Unit, Fargo Municipal Court, and the City Prosecutor's office regarding the corrected citation.

322.5.3 DISMISSAL OF NON-TRAFFIC CITATIONS

Members of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued. Any request from a recipient to dismiss a citation shall be referred to the Shift Commander. Upon a review of the circumstances involving the issuance of the traffic citation, the Shift Commander may request the dismissal of the traffic citation. In those circumstances the citation shall be forwarded to the appropriate prosecutor with a request for dismissal and detailing the reasons for the request. All recipients of non-traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

322.6 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a Shift Commander and submitted to the Records Unit for merging in the record management system may only be modified or altered for grammatical corrections or to remove Shift Commander notes without the knowledge of the originating officer. If Records Unit personnel identify issues with the content of a report prior to finalizing the merge process, records personnel shall contact the originating officer before making any content changes to the report. This will ensure the content of the originating officer's report is reflected accurately. Once a report has been merged into the records management system content edits

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shall only be completed by the originating officer who shall do so by completing a supplement to the original report.

Reviewed reports that have not yet been submitted to the Records Unit may be corrected or modified for minor grammatical errors by the reviewing Shift Commander, or rejected and sent back to the originating officer for corrections. If the reviewing Shift Commander determines there are content issues in the report, he/she shall reject the report and contact the originating officer for the needed corrections. If an officer submits a report for review, the officer may request the report be rejected by the Shift Commander in order for the officer to make changes or to complete the report.

322.7 REVISION DATE 09/19/2025