



## **Preparation of CIR / IR**

### **I. PURPOSE**

Officers should be familiar with those incidents requiring submission of a Criminal Investigative Report (CIR). Proper reports protect this office and the Officer handling the incident or activity from unwarranted accusation that improper or inadequate police action was taken. Proper reports serve to insure information is available to other members of the Department or other agencies that may be called upon or required to further investigate an incident or activity.

### **II. POLICY**

The Criminal Investigative Report will be utilized for the reporting and investigation of certain incidents or activities reported to this Department. The timely submission of reports is important to the operation of any police agency; therefore all reports will be submitted for review by the Supervisor prior to the end of the Officer's tour of duty during which the incident occurred. The Supervisor may approve a deviation from this submission on an as needed basis only. No Officer will go on any type of leave before reports are submitted without prior approval of the Chief of Police.

### **III. PROCEDURE**

A. In many cases, combinations of incidents may be present. When this occurs, only one report should be used to cover the case. However, other reports dealing with activities related to the case may be required. Example: A disorderly conduct complaint may lead to an assault arrest, and search incident to arrest may lead to a CDS violation. The incident would be covered on one CIR. However, if a vehicle involved was stored; a VR would be necessary to cover the separate, but related activity.

B. In the event of multiple missing persons, such as runaway brothers, etc., an individual Missing Person Report will be completed for each missing person.

C. In some cases multiple victims may be involved in either one or a series of separate, but contemporaneous crimes. Example: A multiple number of mailboxes in the neighborhood are vandalized. This incident will be covered under one CIR.

## **General Order No. 3-11 (Cont.)**

D. Field reports will not be prepared by assisting Officers who are involved in traffic direction, crowd control, and other duties not directly related to the investigation of the incident unless there is information of significance or items of evidence to report. In this case a supplemental report will be completed.

E. Whenever an arrest has been made as a result of a criminal investigation, the Officer will complete a "Request for Witness Summons" (District Court Form #CR-760); listing all witnesses that are needed to appear in court.

F. The Officer will attach all copies of paper work to the CIR, and submit it for approval. The Chief of Police will ensure that the correct copies are forwarded to the appropriate agency and the officer's copy will be attached to the CIR.

## **IV. LIST OF OFFENSES**

The following list of offenses and activities generally brought to the attention of this agency for investigation with an indication of the report or complaint control card as a report, the Supervisor, based on the nature of the incident/activity and subsequent information received by the investigating Officer, allow the use of a complaint control card in lieu of an Incident Report or vice versa.

Abandonment of Property/Found Property	IR
Abandoned Vehicles	IR
Abortion	CIR
Abduction	CIR
Accidental Injuries (Non-Occupational)	IR
Aeronautic Law Violations	CIR
Airplane Crashes (Civilian and Military)	CIR
Animal Complaints (Other than Cruelty)	IR
Arson	CIR
Assault (All Degrees)	CIR
Assistance to Other Police Departments	IR
Attempt to Locate	IR
Attempts (For all crimes attempted)	CIR
Auto Improperly Parked (No Storage)	IR
Auto Larceny	CIR
Auto Recovery	IR
AWOL	IR
Bad Checks	CIR
Barking Dog	IR/CCC
Battery	CIR
Bigamy	CIR
Blackmail	CIR
Bombing and Bomb Threats	CIR
Breaking and Entering	CIR
Bribery	CIR
Burglar Alarm	IR/CCC
Burglary or Unlawful Entry	CIR
Car Storage	VR

### General Order No. 3-11 (Cont.)

Child Abuse/Abandonment	CIR
Child Neglect	CIR
Civil Rights	CIR
Confidence Game	CIR
Contributing to Delinquency	CIR
CDS Violation	CIR
CDS Complaint (No Crime)	IR
Conspiracy to Commit Crime	CIR
Counterfeit Money	CIR
Court Time	CCC
Credit Card Offenses	CIR
Crime Prevention Awareness Program	IR
Crime Reported that Occurred in Other Area	IR
Cruelty to Animals	CIR
Cruelty to Children	CIR
Deaths (Except Motor Vehicle)	CIR
Destruction to Property	CIR
Disabled/Unattended Vehicle	CCC
Discharging Firearms Unlawfully (No Assaults)	CIR
Disorderly Conduct (No Arrest)	IR
Disorderly Conduct (Arrest)	CIR
Dog Bite- Only Reported if Unusual Circumstance	IR
Domestic Disturbances (No Arrest)	IR
Drug Abuse	CIR
Drunkenness	IR/CCC
Election Law Violations	CIR
Escapees	CIR
False Fire Alarm-Intentional Activation	CIR
False Pretenses	CIR
False Report of a Crime	CIR
Family Argument (No Arrest)	IR
Fight (No Arrest) Parties Unknown	IR
Firearms (Illegal Possession)	CIR
Firearms Complaint (No Arrest)	IR
Fireworks Violations	CIR
Forgery	CIR
Fraud	CIR
Fugitive (FOA)	CIR/IR
Gambling/Related Offenses	CIR
Game Law Violation	CIR
Handgun Permit Violations	CIR
Hitchhiking Complaint	IR/CCC
Homicide	CIR
House Checks	CCC
Hunting Complaint (No Crime)	CCC
Impersonation of a Police Officer	CIR
Incest	CCC
Indecent Exposure	CIR
Industrial Accidents	CIR
Kidnapping	CIR
Lewd Phone Calls	CIR

## General Order No. 3-11 (Cont.)

Liquor Violations	CIR
Littering (Not MV)	CIR
Loitering	IR
Lost and Found Property	IR
Lost Person Aided	IR
Malfeasance (Misconduct)	CIR
Malicious Burning	CIR
Manslaughter	CIR
Manslaughter by Vehicle	CIR
Mental Illness	IR
Missing Person- 1 for each person	MPR
Missing Person (Other jurisdiction/located)	IR
Neighborhood Watch Program	IR
Obscene Matter	CIR
Occupational Injuries	CIR
Peddlers	IR
Peeping Tom	CIR
Perjury	CIR
Perversion	CIR
Pickpocket	CIR
Pornography	CIR
Private Detective Law Violations	CIR
Property Lost or Found	IR
Prostitution, Solicitation, Pandering, Bawdy House	CIR
Prowlers (No arrest)	IR
Purse Snatch	CIR
Rape	CIR
Recovery of Stolen Vehicle	VR
Relay	CCC
Resisting Arrest	CIR
Riot	CIR
Robbery	CIR
Runaways- 1 for each person	MPR
Safe Cracking	CIR
Security Contact	CCC/IR
Security Survey	IR/SUPP
Sex Offenses	CIR
Shooting (Assault)	CIR
Sick or Injured Person Aided	CIR
Stored Vehicles	VR
Stray Animals	IR
Suicide (Attempt also)	CIR
Suspicious Person (No Arrest)	IR
Tampering with Auto	IR
Telephone, Misuse, Lewd Obscene, Annoying	CIR
Theft (All Types)	CIR
Trespassing (No Arrest)	IR
Unauthorized Use	CIR
Untaxed Cigarettes and Alcohol	CIR
Vagrancy (No Arrest)	IR
Vagrancy (No Arrest)	CIR
Weapons, Unlawful Possession or Carrying	CIR