

ILLINOIS STATE POLICE ENF-008, FIELD REPORT

RESCINDS: ENF-008, 2010-015, revised 02-22-2010.	REVISED: 12-05-2016 2016-037
RELATED DOCUMENTS: OPS-042	RELATED CALEA STANDARDS: 1.2.3, 1.2.5, 1.3.6, 15.1.1, 41.2.4, 43.1.1, 70.1.7, 74.1.1, 74.1.2, 74.3.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.5

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Establish guidelines for the use of the Field Report form using the Department's Traffic and Criminal Software (TraCS) to efficiently document criminal or other incidents.
- I.B. Provide information for operational and administrative use and participation in the Illinois Uniform Crime Reporting (I-UCR) Program and the National Incident-Based Reporting System (NIBRS).

II. PROCEDURES

II.A. Supervisors will:

- II.A.1. Review and approve all Field Reports and related forms submitted by subordinates for accuracy, timeliness, completeness, appropriateness, and compliance with applicable reporting requirements.
- II.A.2. Ensure all approved reports are disseminated properly.
- II.A.3. Supervisors will review and approve electronic field reports created in TraCS, utilizing the designated supervision functions contained in the TraCS software.

II.B. Officers will:

- II.B.1. Use the Field Report as an all-purpose report where no other reports or forms are provided to report the specific situation. Officers must submit reports via the TraCS application if the District/work unit has functioning TraCS software.

Officers who do not have access to a Mobile Data Computer (MDC) or functioning TraCS software at the time of the report will enter the report in TraCS when they return to their District/work unit.

NOTE: Once the officer has entered the information outlined in II.B.1 into TraCS from a reference copy due to TraCS being unavailable, the supervisor will verify the information has been properly entered.

After the supervisor verifies the reference copy or copies have been entered into TraCS, the supervisor will provide the officer notification, via email or MDC message, that they can destroy the reference copy or copies by shredding them at the District, Zone or work unit to ensure any protected or privileged information is protected from outside viewing.

- II.B.2. Complete a Field Report for the types of incidents listed in the TraCS Training Manual.
- II.B.3. Enter the necessary data in the location provided as specified in the TraCS Training Manual.
- II.B.4. The incident location tool should be used at all times to identify the location of the incident.
- II.B.5. The existing TraCS control number system will be used for assigning a unique number to Field Reports. The officer completing the report will inform District telecommunications of the TraCS generated field report number.

- II.C. Attachments submitted with a Field Report to the Division of Administration (DOA) Records Management Section must have a complete TraCS generated field report number recorded in the upper right-hand and lower right-hand corners of each page. Attachments (such as photographs, witness statements, etc.) should be attached and stored with the electronic file in order for ISP to comply with record retention schedules.
- II.D. If after submission of a Field Report, information is obtained that would affect the substance of the prior Field Report, a supplemental report will be submitted titled as "Affecting the substance." This would include information that would correct an error or omission from the previous Field Report, not to include grammar changes requested by supervisors. Only the officer submitting the report can make corrections.
- II.E. Distribution and retention of Field Reports
 - II.E.1. The original TraCS report will be accessible to the DOA Records Management Section within ten days.
 - II.E.2. The District office will have access to all reports through a TraCS search and WILL NOT be required to keep paper copies of Field Reports created within TraCS.
 - II.E.3. At the discretion of the District Commander or designee, a copy of each criminal report generated by the District may be forwarded to the appropriate investigative unit for consideration of investigative follow-up.
 - II.E.4. If a Field Report is generated due to an arrest, a copy of the Field Report will be provided to the respective state's attorney, United States District Attorney, or prosecutor of the jurisdiction in which the offense was committed.
 - II.E.5. All Field Reports that are classified as an "encounter" will be forwarded to the ISP Academy Use of Force Incident Review Committee.

| Indicates new or revised items.

-End of Directive-