

# ILLINOIS STATE POLICE OPS-030, INCIDENT REPORT

<b>RESCINDS:</b> OPS-030, 2022-133, revised 03-10-2022.	<b>REVISED:</b> 01-03-2023 <b>2023-068</b>
<b>RELATED DOCUMENTS:</b> ENF-008	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 81.2.13, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5

## I. POLICY

The Illinois State Police (ISP) will establish guidelines for the use of the Incident Report form and to efficiently document incidents and provide requested information regarding lost or damaged (e.g., car fire, rock damage) property. In incidents that do not require investigation, the Incident Report will be used for providing non-investigative information to property owners and/or insurance companies.

**NOTE:** Officers must submit reports via the Department's traffic and criminal software (TraCS) application or appropriate/equivalent ISP report management system, if the troop/work unit has functioning TraCS software or equivalent software. Officers who do not have access to a mobile data computer (MDC), functioning TraCS software or equivalent software, at the time of the report, may complete a hard copy incident report (ISP 5-178) and enter the report into TraCS or appropriate software application when they return to their troop/work unit.

## II. PROCEDURES

II.A. The existing Department's traffic and criminal software (TraCS) generated report control number system will be used for assigning a unique number to Incident Reports, except when providing data that was previously reported on a Field Report (see paragraph II.E.).

II.B. The Incident Report may be completed by the reporting on-scene officer (in lieu of a Field Report) whenever the incident being investigated will not require a follow-up criminal investigation.

II.B.1. The assigned officer will complete and distribute one copy of the TraCS Incident Report at the scene.

II.B.2. In reports of identity theft where the investigation will be passed on to an outside agency, an Incident Report will be completed and a copy furnished to the alleged victim.

II.B.3. In the case of multiple subjects, additional Incident Reports will be completed using the same incident number.

II.B.4. In cases of stolen property, the officer will always complete a field report.

II.B.5. The incident location tool within TraCS should be used at all times to identify the location of the incident.

II.C. In the event an incident report is completed as a desk report or the officer is unable to provide a copy at the scene, a copy will be provided to the driver/subject via e-mail or U.S. Mail.

II.D. Supervisors will quality check Incident Reports, and the originating officer will complete any amendments to the report and forward a copy of the amended Incident Report to the owner/insurance rep.

II.E. Upon the request of a property owner(s) and/or the owner's insurance representatives for information regarding an incident that was previously reported on a Field Report, the Troop Commander is authorized to use the Incident Report for providing non-investigative information.

II.E.1. When completing the report, the TraCS generated control number assigned to the Field Report will be used (see paragraph II.A.) and the report distribution will be logged. The officer completing the report will inform Regional telecommunications of the TraCS generated report number or appropriate ISP report management system.

- II.E.2. The Records Management Section (DJS), will provide to the requesting entities a written summarization of non-investigative information obtained from the previously submitted Field Report.

**NOTE:** If the Troop is unable to comply with a property owner/insurance representative request because the Field Report is no longer on file at the Troop, the request will be forwarded to the Records Management Section (DJS) for appropriate action.

II.F. Distribution and Retention

- II.F.1. A copy of the Incident Report will be given at no cost to the property owner or insurance agency requesting information regarding lost, damaged, or stolen property.
- II.F.2. When completed in lieu of a Field Report, the original copy of the Incident Report will be accessible to the Records Management Section.
- II.F.3. When completed in response to a request for non-investigative data previously reported on a Field Report, the original copy of the Incident Report will be accessible to the Records Management Section (DJS).

| Indicates new or revised items.

**-End of Directive-**