



| DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL | | |
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| CHAPTER 201 | REPORTS | |
|  | Effective: 09/05/2024 | Commissioner Approval:  |
| | Authorities: AS 12.55.155(c)(22) | |
| | Applicability: OFFICERS | |
| | Special Instructions: ARMS User Guide | |

201.100 INTRODUCTION

This policy establishes reporting protocol for all officers.

201.300 CASE RESPONSIBILITIES

- A. *Officers are required to make timely submission of reports.*** Officers shall complete general and supplemental reports necessary to close cases as expeditiously as practical. Each employee must originally author their own report that accurately describes their involvement.
- B. *Supervisors are responsible for case closure and investigation.*** It is the supervisor's responsibility to assure that officer's cases are up to date and investigated to a logical conclusion. Supervisors may set report completion deadlines for their subordinates.
- C. *Incident reports to be completed before transfer.*** It is the responsibility of the officer and his supervisor to assure that all outstanding cases are complete and evidence is dealt with appropriately before the effective date of the officer's transfer or separation.

201.310 INCIDENT NUMBERS

Incident numbers will be obtained from the DPS Records Management System (RMS) according to the following rules:

1. a single incident number will be drawn to document each "call for service" received from a member of the public or a non-DPS agency;
2. any criminal activity or emergency situation (accident, disaster, SAR, etc.) discovered by an officer of the department will receive an incident number; and
3. the following specialized activities will receive an incident number for activity tracking purposes:
 - a. Out-of-state prisoner transports,
 - b. Completed or attempted warrant service issued by the court to DPS;
 - c. Protective custody.

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201.320 RMS INCIDENTS

- A. *Officers to maintain pending RMS incidents.*** These incidents shall contain in progress and completed reports, statements, notes, or other case preparation materials. Supplements shall be placed in the incident, as soon as possible.
- B. *Entries required in incident.*** Officers shall complete at least basic incident information (i.e. persons involved, location, and summary) prior to the conclusion of the shift on which the incident was assigned. Supervisors may grant exceptions to this policy to avoid overtime or due to other special circumstances. Officers granted exceptions will comply fully by the end of their next scheduled shift.

201.330 PREPARATION OF INCIDENTS

- A. *Assigned officer responsible for preparation of incidents.*** The officer assigned an incident is responsible for the completion of the incident in accordance with the standards set out in department documentation and / or policies. Handling of recordings and other evidentiary case materials is detailed in OPM Chapters 222 and 202.
- B. *All reportable incidents required to be approved by supervisor.*** Upon completion, every reportable incident will be submitted to the responsible officer's supervisor for approval. The supervisor may approve the incident as is, or return it to the submitting officer for additional investigation or correction..
- C. *Reports to be submitted on approved forms.*** Incident reports must be submitted only on forms approved by the Commissioner. Approved forms may be used in pre-printed versions or computer generated facsimiles that preserve the organization and appearance of the approved form.
- D. *Transcriptions to be reviewed.*** Following transcription of dictated reports or recorded interviews, the submitting officer will review the materials for accuracy.

201.340 SPECIAL ROUTING OF CERTAIN INCIDENTS

- A. *Aircraft Accident Reports.*** Send copies of all incidents related to aircraft accidents to the following address:
- National Transportation Safety Board
222 W 7th Avenue, # 11
Anchorage, Alaska 99513-7578
- B. *Boating Accident Reports involving Fatalities.*** All incidents relating to boating accidents that involve a fatality, injury or property damage will have the appropriate offense code linked to the incident. These three offense codes are all listed under the offense tab as "Watercraft Incident" and are subcategorized as Fatal, Injury, or Property. AWT command in the Detachment shall be immediately notified of watercraft incidents resulting in a fatality or serious injury to determine if trained investigators will be sent to the scene.

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The operator (owner, if the operator is unable to) of a boat used for non-commercial purposes or registered by the State Alaska Department of Motor Vehicles, is required to submit a report in writing whenever an accident results in: loss of life or disappearance from a vessel; an injury which requires medical treatment beyond first aid; property damage in excess of \$500; or complete loss of the vessel. Federal law requires that in death, disappearance, and injury cases, reports must be submitted within 48 hours and in other cases within 10 days.

Boating accident forms and how to submit them can be found at [Report an Accident \(alaska.gov\)](https://alaska.gov)

201.350 TRANSFERRING INCIDENTS

Incidents may be transferred within units, detachments, and bureaus through the utilization of the RMS user guide, with supervisor approval.

201.370 DRUG VIOLATIONS

A. *Special reports for drug violations.* Cases involving drug violations require the following special procedures:

1. Property/Evidence Report – The weight of the drug involved will be reported. Officers may submit requests to weigh drug evidence to the Lab using a “Request for Laboratory Services” form.
2. Non-reportable incidents – In those instances where no report or other action is anticipated the officer is required to place a short (25 words or less) synopsis in the summary section of the RMS incident. The majority of these cases will use offense code “Drug Crime Information - Tip”.

B. *Required notice to the Statewide Drug Enforcement Unit (SDEU)of illegal drug / alcohol cases.* Detachment officers assigned cases involving drugs or illegal alcohol shall notify local SDEU (or the SDEU Commander) and shall coordinate their investigations with SDEU. Detachment personnel must be aware of the potential loss of additional evidence or failure to connect co-conspirators if timely coordination does not occur with SDEU.

When an incident (reportable, non-reportable, or CAD only) involving illegal drug/alcohol offenses is completed an RMS incident will be forwarded to the Alaska Criminal Intelligence Center (AKCIC).

201.380 REPORTING HATE CRIMES

Although Alaska law does not have a “hate crime” criminal statute, if information is discovered during an investigation that the defendant knowingly directed the conduct constituting the offense at a victim because of that person's race, sex, color, creed, physical or mental disability, ancestry, or national origin, such information should be documented.

201.390 PHOTO LINE-UP ARRAY

In the event a photo line-up array is used, it needs to be documented in the incident and placed into evidence.

201.400 UPDATING RMS INCIDENTS FOR LONG-TERM INVESTIGATIONS

Officers involved in long-term investigations are required to update the listing of involved persons and their classifications in RMS within 30 days of the time a person was determined to be involved in the incident or when a previously identified person's classification has changed.