

General Order

Houston Police Department



ISSUE DATE:

June 12, 2007

NO.

800-07

REFERENCE: Supersedes all prior conflicting Circulars, Directives, and General Order 800-07, dated March 27, 2006

SUBJECT: CRITERIA FOR SUBMITTING INCIDENT REPORTS

POLICY

Incident reports will be completed when an officer on-views or becomes aware of any activity that may indicate the occurrence of a crime or becomes aware of a suspicious incident with a potential terrorism connection.

Incident reports will be completed and submitted for review prior to the end of each shift.

This General Order applies to all classified employees and police dispatchers.

1 EXCEPTIONS

Exceptions to this policy include certain misdemeanor thefts or criminal mischief incidents. Officers who receive a call to a misdemeanor theft or criminal mischief case having no solvability factors (e.g., suspect, witness, or physical evidence), may request that the police dispatcher redirect the call either to the Teleserve Unit or to the "Online Police Report" via the department's Web site. The police dispatcher will examine the queue for the Teleserve Unit and if possible, redirect the call. The dispatcher will be the final authority regarding these matters.

Under most circumstances, officers are not required to generate an offense report regarding civil matters. A first-line supervisor will be contacted in all cases in which there is disagreement between a citizen and an officer regarding the generation of a report.

With the exception of City property, firearms, explosives, or circumstances addressed in section 5, *Suspicious Activity*, of this General Order, generating Lost or Stolen Property reports for items believed to be lost rather than stolen, will be left to the discretion of the officer.

When a loss involves credit cards, banking checkbooks, Automated Teller Machine (ATM) cards, pagers, wireless telephones, keys, or other items that can be devalued by closing accounts, discontinuing service, or changing locks, complainants will be directed to notify the respective company or financial institution.

Nothing prohibits completing a Lost or Stolen Property report if the officer feels the circumstances surrounding the loss support generating an incident report (e.g., diplomatic passports, sensitive documents, expensive items, driver licenses, and social security cards).

2 ONLINE POLICE REPORTS

Web-based online police reports do not replace the need for officers to file an accurate and timely offense report when they are dispatched to a scene. Officers are required to respond if a citizen calls the police non-emergency line and insists on making a report in person and the dispatcher has not redirected the call.

Online police reporting is intended as a convenience for citizens who wish to use the Internet to report certain crimes. Officers will not direct citizens to the online

police reporting application as a substitute for taking a report call or as a substitute for a walk-in transaction at a police facility.

3 SITUATIONS THAT ALWAYS REQUIRE AN INCIDENT REPORT

The following situations will always require the creation and submission of an incident report:

- a. Felony or Class A or B misdemeanor.
- b. Hate crime.
- c. Home invasion.
- d. Class C misdemeanors of assault, trespassing, or loitering on school property.
- e. Juvenile involvement of any type. Reports concerning a juvenile in custody or public service transportation will be completed and entered before leaving the Juvenile Division.
- f. Threat of or actual bodily injury sustained by a citizen, suspect, or a police officer.
- g. Tagged property.
- h. Death of a person.
- i. Stolen vehicle.
- j. Use of force by an employee, (see General Order 600-17, **Use of Force**).
- k. Display of any weapon necessitating a police response.
- l. Rejection of a prisoner by the Jail Division for medical reasons.

m. Suspicious activity, as listed in section 5 of this General Order.

n. Contact with a diplomatic representative of a foreign government.

o. All incidents involving persons suspected of mental illness. If a mentally ill citizen has been handled more than once in any given calendar year for emergency detention, officers may supplement the original report if one exists.

p. Lost firearms or explosives.



q. Lost, stolen, or damaged City property (see General Order 400-18, **Responsibility for City Property**).

4 TABC ESTABLISHMENTS

Incidents involving a shooting, stabbing, or other public disturbance on the premises of an establishment holding a Texas Alcoholic Beverage Commission (TABC) license or permit, will require officers to submit a copy of the incident report to the Vice Division for transmittal to the TABC.

5 SUSPICIOUS ACTIVITY

In order to ensure appropriate review and analysis of suspicious incidents with a potential terrorism connection, all officers will complete an "Investigation CID" report concerning any of the below listed suspicious activities. When a suspect is in custody or suspicious circumstances require additional investigative assistance, all officers will contact the on-call Criminal Intelligence Division, Community Defense Unit (CDU) officer or the Command Center.

- a. **Surveillance:** Suspicious persons, vehicles, or activities involved in videotaping, photographing, sketching or drawing, obtaining global positioning satellite (GPS) information, or asking detailed questions regarding buildings, chemical or petroleum facilities, the ship channel, water treatment facilities, mass transit, public events, or government or medical facilities.
- b. **Weapons of Mass Destruction:** Any person or suspicious event associated with the theft or detection of poisons, toxins, nerve gas, anthrax, or radiological or nuclear materials that could produce mass casualties.
- c. **Aviation:** Any suspicious event or person associated with aviation. This includes passengers, pilots, aircraft, airports, aviation schools, aviation equipment, or aviation licensing. Also, any person or suspicious event associated with the passenger "no-fly" lists, unusual flight training requests, or uncommon modifications to radio controlled aircraft.
- d. **Terrorism Contributor:** Any person or event associated with suspicious possession of almanacs, GPS devices, surveillance equipment, short-wave transmitter radios, unauthorized uniforms, or suspicious posters, fliers, or other publications.
- e. **Documents, Passports, and Credit Cards:** Any suspicious theft or event associated with altered, counterfeit, or stolen documents, passports, or passport history.
- f. **Official Identification/Uniforms:** Any loss or theft involving law enforcement, government, military, or other official document, facility access card, specialized equipment, or uniform depicting an official government or private industry badge or logo that would permit specific privileges or access.
- g. **Theft of Government Vehicles:** Any missing or stolen vehicle or license plate that could be used to gain access to a secured facility.
- h. **Theft of Cargo/Tanker/Delivery Vehicles:** Any missing or stolen vehicle large enough to be used as a terrorist weapon (e.g., truck bombs, gasoline, or diesel).
- i. **Protests/Demonstrations and Consulate Activity:** Any protest or demonstration associated with terrorism, acts of war, attacks, unusual or suspicious activity, or threats relative to area consulates and foreign diplomatic venues.
- j. **Hate Crimes:** Any hate crime, harassment, threat, vandalism, or graffiti directed at persons or ethnic groups as a result of issues related to terrorism.
- k. 
- l. 

m. **Miscellaneous:** Any suspicious person or event not listed in the above categories but determined as suspicious or worthy of reporting by an officer or supervisor.

400-22, **Keys and Passwords**
500-12, **Persons Suspected of Mental Illness**
500-15, **Contact with Representatives of Foreign Governments**
600-17, **Use of Force**
800-08, **Auto Theft Reports**

6 RELATED GENERAL ORDERS

400-18, **Responsibility for City Property**
400-19, **Microcomputer Regulations**
400-21, **Mobile Digital Terminals**


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