# Section 1500.30-Investigative Reports

## Policy
It shall be the policy of the Shively Police Department to document Criminal and Non-criminal complaints that involve the Shively Police Department.

## Criminal Cases
A case report shall be completed in every felony case, in every misdemeanor case and in every instance where there is an allegation that a criminal offense has been committed against a victim's person or property.

## Non-criminal Cases
(Examples: suicides, accidental injuries, deaths, etc.) Incidents may be reported on case reports with the heading Example: Non-Criminal Incident: Accidental Death.  This report shall be submitted for review and filed in accordance with departmental policy.

A separate report number will be issued for each different offense.  In cases of multiple offenses for crimes that occur at the same time and place the narrative will reflect that a series of multiple offenses occurred.

The original case report shall be submitted to the radio room no later than close of business the day that the report was taken.  A Commanding officer may delay the submission of a report for a reasonable period of time.  It is not necessary that the case be solved/closed before it is submitted.

## Supplemental Reports
Additions to original report should be made when officers find pertinent information not known when report was first reported.  The originating officer who took the report should only add data to the original report.  Supplemental reports are encouraged when;

- Victims provide list of items not known when report was first made.
- Suspects are developed.
- Critical information is discovered concerning investigation.
- Property is recovered or incorrect information was entered on original report.
- There may be other reasons to use a supplemental report and additions should include the original report number.