SAN ANTONIO POLICE DEPARTMENT
GENERAL MANUAL
Procedure 401 – Offense/Incident/Supplement Reports

Office with Primary Responsibility:	**COS**	**Effective Date:** **Prior Revision Date:**	**December 11, 2023** **December 5, 2019**
Office(s) with Secondary Responsibilities:	**PSC, PNC, TEC, FCD, IDC**	**Number of Pages:**	**3**
Forms Referenced in Procedure:		**Related Procedures:**	**507, 610, 707, 708**

.01 INTRODUCTION

A. This procedure outlines rules and provides definitions for the Department's Mark43 for Offense/Incident and Supplement Reports.

B. The current Online Reporting System of Record is Mark 43.

1. Guides for Mark43 reports are on the SAPD Mark43 Support SharePoint site at: https://cosatx.sharepoint.com/sites/Mark43Support. Additionally, a link is on SAPD Web.

.02 DISCUSSION

A. All incidents assigned an SAPD case number (ex -SAPD23000001) require one or more of the following reports:

1. Mark43 Offense/Incident Report or Mark43 Missing Person Report
2. Crash report (CR-3)
3. DWI report

B. This procedure addresses Mark43 reports. Reference GM procedure 707 for Crash reports and GM procedure 507 for DWI reports.

C. *Offense/Incident Reports and Supplement Reports* completed in Mark43 document criminal offenses and/or civil incidents.

D. Members will ensure all offense and arrest reports include the necessary context and elements of the offense in the body of the report to support criminal prosecution.

E. On all calls for service, members shall write notes in the comments field of the CAD. These notes support the report(s) in the Mark43.

.03 REPORT TYPES

A. Mark43 Reports:

1. **Offense/Incident report** – Documents criminal offenses and civil incidents that require an SAPD case number.
2. **Arrest Report** –This is a supplement report that supports an Offense/Incident report and documents an arrest and disposition of a suspect.
3. **Supplement Report** – Documents information that supports an Offense/Incident report.
4. **Missing Person Report** – An optional report that documents a Missing Person. Offense/Incident reports also allow members the ability to report Missing Persons.
5. **Offense Modifying Supplement Report** – Modifies the original Offense/Incident report.
6. **Documents Upload Report** – Allows users to upload attachment(s) files to an SAPD case number.
7. **Field Contact Reports** – Documents field contacts.
8. **Advocacy Report (Primarily used by CRT)** – Documents services provided to victims of crimes.
9. **Night CID Report (For Night CID only)** - Documents Night CID actions related to an SAPD case number.

10. **Investigative Supplement Report** (**For follow-up units only**) - Serves as a prosecution guide for investigative units. This report requires a case status (example – "Open", "PFI", "Warrant").

11. **Investigative Supplement Assisting Report** (**For follow-up units only**) – Supports an Investigative Supplement Report.

12. **Records Upload Report** (**For records personnel only)** – Allows records personnel to upload attachment file(s).

13. **NIBIN Lead Report** (**For NIBN only)** – Documents result(s) from NIBIN (National Integrated Ballistic Information Network) test.

B. Mark43 Report Statuses:

1. **Draft** – Initial report status. Also, the status when a member corrects a rejected report.
   ** Reminder – Reports are due at the end of a member's tour of duty (GM 200 4.12(B) – Submission of Reports). A report left in Draft status at the end of a member's shift is considered **overdue**.*

2. **Rejected** – The status of reports with identified errors. Supervisors and Records personnel reject reports. If a member has questions about a rejected report, the member should contact their supervisor or the Chief's Technology Team (PDTechnologyTeam@sanantonio.gov) for clarification.

3. **Pending Supervisor Review** – Status for reports awaiting supervisor review.

4. **Pending Secondary Review** – Status for reports approved by a supervisor and awaiting review by Records.

5. **Completed** – Status for reports approved by supervisor(s) and Records personnel.

.04 MANDATORY SUPPLEMENT REPORT

A. Members assigned to a call for service, who do not have report responsibility, that results in a felony apprehension shall submit a supplemental report documenting the members actions on the incident.

.05 *REPORTS TAKEN BY SERVICE AGENTS AT THE SECURITY DESK OR SERVICE AREA SUBSTATIONS*

A. When a complainant reports a criminal offense at the Service or Security Agents Desk (PSHQ), the service agent completes the report according to their SOP. If the agent cannot write the report, the following guidelines apply:

1. If the appropriate follow-up unit is in the building, the service agent contacts that unit to write the report. Refer to GM procedure 708 for information on follow-up units.

2. If the follow-up unit is not in the building, the service agent contacts dispatch and requests a member to write the report.

.06 *APPROVING AUTHORITY*

A. Supervisors review and approve/reject all reports written by members assigned to their substation.

1. Supervisors reject reports that are incomplete or incorrect to the member who wrote them. Supervisors ensure all offense and arrest reports include the necessary context and the elements of the offense prior to approving the report. Members immediately correct the report and resubmit it to their supervisor for review.

2. Reports written by non-sworn members, or members assigned to the Service Expediter System, are reviewed, and approved by their respective supervisors.

B. Supervisors are responsible for checking the Police Report Tracking System (PRTS) tool regularly to ensure reports are completed/submitted in a timely manner.

.07 *MAKING CHANGES ON POLICE REPORTS*

A. Members can edit any report they generate while it is in *Draft* status.

B.   If a report is in *Pending Supervisor Review* status, the member's sergeant can reject the report so the member can edit the report.

C.   If an *Approved* police report (*Pending Secondary Review* or *Completed* status) needs modification, the member creates an Offense Modifying Supplement Report to edit the Offense/Incident report.

.08   *OFFLINE REPORTING*

A.   In the event Mark 43 is inoperable, members will maintain notes and enter the report into the system once Mark 43 is available.

1.   If a member needs a report to book an arrested person during the time Mark 43 is inoperable, the member uses the "Temporary Offense-Incident" PDF. This report is temporary, and the member **shall** write a report(s) in Mark 43 when the system is available. The member uploads a copy of the Temporary Offense-Incident report into Mark 43 as an attachment to the Mark 43 report. The Temporary Offense-Incident report is on the Mark 43 Support SharePoint site at: https://cosatx.sharepoint.com/sites/Mark43Support.