



Kern County Sheriff's Office

Policies and Procedures

TITLE: REPORT WRITING PROCEDURE			NO: L-0100
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: 09/30/2025	REVIEWED: 1/07/2026	REVISED: 1/07/2026	UPDATED: 1/07/2026

POLICY

As used in this policy, a "report" is defined as any written communication on a Sheriff's Office form, whether it be submitted electronically or on paper. Whenever the word "deputy" or "officer" is used to refer to the person writing a report, it also includes all other agency personnel who prepare reports.

The objectives of a report are:

- Provide the method and means of controlled communication throughout the Department and associated agencies;
- Provide ready reference material on all activities;
- Provide a permanent record of official business and information;
- Provide a base of statistical information upon which decisions and policy may be based.

The goals of a report are

- Ensure successful investigations and prosecutions
- Coordinate all Department functions

All personnel who write and/or review reports shall become familiar with this policy.

REPORT PREPARATION AND DEADLINES

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift, and ensure any corrections their supervisor requests are made.

DIRECTIVE A: REPORT COMPLETION

All reports will be completed and submitted for processing prior to the end of the report writer's shift, unless specifically authorized by a supervisor to complete the report at a later time. In general, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

DIRECTIVE B: REPORT FORMAT

Handwritten forms must be prepared legibly. If the form is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit it. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy. County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. In general, the reporting employee's opinions should not be included in reports unless specifically identified as such.

All narratives will be written with proper English capitalization form. Only the first letter of each sentence will be capitalized, except proper names. Proper names of involved parties shall be written in all capital letters. The report shall not be written in all capital letters, unless it is handwritten.

All narratives shall begin with the heading DETAILS. Use of force reports shall include the headings detailed in the DOCUMENTING USE OF FORCE section of this policy. Any additional headings shall be left to the discretion of the report writer and supervisor.

All reports shall be written in English, regardless of whether the deputy used another language to communicate during the incident. A deputy may include direct quotes in their report; however, the quotes in another language shall have an English translation of what was said. The report shall also reference any related BWC footage and indicate that the original communication captured on BWC was in another language and all communications in the written report have been translated into English.

Example:
DETAILS:

On date/time...

All narratives on all report types should end with the user's electronic signature.

Example:	
End of report	End of report
User/CAD ID #	J. Doe/200001

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DIRECTIVE C: USE OF AI IN PREPARATION OF REPORTS

Employees writing reports shall not use artificial intelligence (AI) either fully or partially to draft report narratives.

For purposes of this section artificial intelligence means an engineered or machine-based system that varies in its level of autonomy and that can, for explicit or implicit objectives, infer from the input it receives how to generate outputs that can influence physical or virtual environments. AI as used in this section applies to AI systems that automatically draft police report narratives based upon an analysis of in-car or dash-mounted cameras, or body-worn camera audio or video, and AI systems that analyze a law enforcement officer's dictated report to generate a police report narrative automatically enhanced by generative AI (Penal Code § 13663).

REQUIRED REPORTING

All written reports will be completed pursuant to the guidelines established in this policy.

A written report is required for all crimes except:

- All infractions when the violator is cited and released
- A misdemeanor crime where the victim does not want a report, except those misdemeanor crimes where documentation is required by law or Sheriff's Office policy
- Curfew violation arrests when the violator is cited and released.
- When only a citation is issued for CVC violations, including CVC 12500 and 14601.
- When only a citation is issued for:
 - CO 8.36.020 – Loud Music
 - CO 8.28.070 – Transporting Uncovered Waste on Highway
 - CO 13.04.140 – Swimming in Canal
 - CO 8.28.050 – Trash Scavenging
 - CO 17.20.160 – Draining a Swimming Pool into a Gutter

Mandatory Report/Code 8 Case Number Assignment

A report will be written under the following circumstances:

- All felony crimes.
- All missing persons.
- All crimes involving domestic violence.
- All crimes requiring follow-up investigation.
- Any incident requiring a report as mandated by KCSO policy and procedure.
- Custodial arrests, including detoxification.
- Warrant arrests
- Any incident where physical force is used upon any person by a member of this Agency.
- Any incident where property is seized and booked into a Property Room.

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- All reported crimes that will be forwarded to the District Attorney for a formal criminal complaint.
- Any incident in which a report will be forwarded to another department or allied agency.
- Any incident unusual in nature or one that may require documentation for future reference.
- When directed by a supervisor or ranking officer.
- When any search warrant is completed and no other report exists for the incident giving rise to the issuance of the search warrant (i.e., a controlled buy).

Code 9 Assignment/Disposition

Any incident in the Computer Aided Dispatch System (CAD) not requiring a written report will be completed/closed out by assigning the disposition of **No Report**. If a “No Report” disposition is selected, deputies shall ensure the CAD log has call notes or the call type aligns with the exceptions to this policy’s reporting requirements.

Entering All Applicable Offenses

For each report, enter all applicable offenses based on what was reported to law enforcement in combination with the findings of the investigation. Offenses should be added based on what was reported by the victim/reporter, unless the investigation determines the reported crime was something different than what was committed, then the appropriate offense should be selected.

In situations in which it is difficult to determine if a crime actually happened, the offense(s) should be entered as it was reported. Probable cause is not the standard by which reports are written. For example, if a rape is reported and the victim cannot recall the details of the incident in full or is not clear about what happened but feels a rape occurred, a rape report must be written unless evidence proves otherwise.

The offenses suspicious circumstances, non-criminal, or information only shall not be used unless the deputy is certain a crime did not occur. Otherwise, the offenses which most closely correspond to what was reported shall be entered. When a crime is reported but the investigation determines that no crime actually occurred, the assigned investigator can later clear the case as unfounded.

P.C. 835a(b) states that any peace officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use objectively reasonable force to effect the arrest, to prevent escape, or to overcome resistance. Thus, every use of force should have a crime attached to it. In the Detentions Bureau, P.C. 831.5(f) states custodial officers may use reasonable force in establishing and maintaining custody of incarcerated persons. A use of force may start out as a facility violation, but after the suspect refuses a lawful order, it becomes a violation of P.C. 148(a)(1). When a suspect attacks a deputy, the appropriate charge should be selected (i.e., P.C. 69, P.C. 243(b), etc.). The decision to seek a complaint with the District Attorney’s Office shall be decided on a case-by-case basis.

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The Assist Other Department (AOD) offense code is an available option for deputies but shall be used only when the crime or incident reported did not occur in the Sheriff's Office jurisdiction. No other offense shall be entered when the AOD offense code has been used.

CRITERIA FOR ASSIGNING CASE NUMBERS BY INCIDENT

The guidelines for determining case number assignment are determined by the California Incident-Based Reporting System (CIBRS). The following criteria shall be followed to determine how many case numbers will be assigned to various incidents. Deputies should note most incidents require only a single case number.

Determine if all offenses occurred in a single incident. Refer to the next section for determining number of incidents. Each single incident will, within policy, receive at least one case number.

GUIDELINES FOR DETERMINING NUMBER OF INCIDENTS

General Rule

If more than one crime was committed by the same person or group of persons and the time and space intervals separating them were insignificant, all of the crimes make up a single incident. Deputies should note most incidents require only a single case number.

Multiple Case Numbers

- Homicide / Manslaughter

One case number, except Justifiable Homicide. Justifiable Homicides require two incidents. The crime that was being committed when the Justifiable Homicide took place must be reported in a separate incident.

- Victim / Suspect

One person cannot be the victim and suspect in the same case. Two case numbers would be required.

Hotel and Rental Storage Facility Rule

Burglaries of multiple rooms in a common structure. This rule applies to hotels, motels, lodging houses, and places where the housing of transients is the main purpose, as well as rental storage facilities. If a number of dwelling units or commercial rental spaces under a single manager are burglarized and the offenses are most likely to be reported to the Sheriff's Office by the manager rather than the individual tenants, the burglaries shall be given one case number.

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Acting in Concert

Acting in Concert requires all offenders to actually commit or assist in the commission of all crimes in an incident.

The offenders must be:

1. aware of, and consent to, the commission of all offenses; or
2. if not consenting, their actions assist in the commission of all offenses.

More than one incident should be reported if the offenders did not act in concert.

Case Number Assignment Examples

Example #1: Representatives from various departments are attending a conference at the Holiday Inn Express. While they are in a meeting someone breaks into seven of their rooms and steals money from each room.

- ONE CASE NUMBER. The "Hotel Rule" applies to hotels, motels, lodging houses and places where the housing of transients is the main purpose. It also applies to rental storage facilities.

Example #2: During a robbery in a bar, one offender began to rape a victim. The other offender told the rapist to stop and only rob the victim.

- ONE CASE NUMBER: In this example, there was only one incident with two offenses (Robbery and Rape). Although the other robber did not consent to the Rape, by displaying a gun he prevented someone from coming to the victim's assistance and thereby assisted in the commission of the crime. The report should contain both the offenses. Both offenders are connected to the victim through the offense of Robbery and Rape.
- TWO CASE NUMBERS: If the second offender had no knowledge the rape occurred and did not act in concert with the first offender.

Example #3: The victim's credit card is stolen and used at the AM/PM and then at Albertsons across town eight hours later.

- TWO CASE NUMBERS: During fraud investigations, the separation of time and place will determine if more than one case number should be assigned.

Example #4: A husband and wife both commit battery upon each other during an argument. Both parties have injuries and responding deputies cannot determine a dominate aggressor. Both parties are arrested.

- TWO CASE NUMBERS: One person cannot be both a victim and suspect in the same report. In one report, the husband will be the suspect and the wife the victim. In the other report, the wife will be the suspect and the husband the victim. Refer to the Master Case Number System section.

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MANDATORY REPORTING OF JUVENILE GUNSHOT INJURIES

A report shall be taken when any incident in which a child 18 years or younger suffered an unintentional or self-inflicted gunshot wound. The report shall indicate the nature of injuries and treatment provided. The Records Section shall notify the Department of Health Care Services (DHCS) of the incident as required. (Penal Code § 23685).

CASE NUMBER ASSIGNMENT BY AREA

If the location of occurrence is outside of the Sheriff's Office jurisdiction and a courtesy report is taken, the incident type will be Assist Other Department regardless of the reported incident, so as not to falsely report through California Incident-Based Reporting System (CIBRS) that the crime occurred in our jurisdiction.

Example: A woman traveling through Mojave from Los Angeles suddenly realizes her purse was stolen while at a restaurant in Lancaster (L.A. County) and reports the theft to the Mojave Substation. An A.O.D. report is taken and assigned a Kern County case number.

MASTER CASE NUMBER SYSTEM

Most incidents will only require one case number. In those rare cases where two reports are required for one incident (justifiable homicide, mutual battery, etc.), designate one case number (usually the first in sequence) as the Master Case report. In the narrative, reference all subordinate case numbers to ensure all related reports are linked. Write all details for the incident, including references to victims or suspects in subordinate case numbers in the Master Case.

In the narrative of the subordinate reports write, "For details refer to Master Case XXXX-00000"." (Where XXXX-00000 is the Master Case number.)

A victim shall not be listed as a suspect on the same offense report. When circumstances exist that create the necessity for listing a person as a victim and a suspect in the same report, use the MASTER CASE NUMBER SYSTEM to document the incident or write two separate reports.

REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should notify the employee of the reasons for rejection via the Axon report submission process.

If the report is needed for court or any other reason requiring an immediate fix, it shall be the responsibility of the supervisor rejecting the report to notify the report writer to fix the errors and resubmit the report. Should records staff reject a report with such time constraints, after it has been approved by a supervisor, the rejecting employee shall immediately notify the on-duty supervisor.

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Otherwise, it shall be the responsibility of the originating deputy to ensure that any report returned for correction is processed in a timely manner.

USE OF REPORTS BY DETENTIONS BUREAU

The Detentions Bureau will use the current Jail Management System (JMS) as their primary reporting system and follow the guidelines set forth in this policy. Many custodial incidents will not require an incident report in Axon RMS. These custodial incidents will be documented in the current JMS program. However, should an incident report be completed in Axon RMS, the deputy will usually need to reference it in a JMS incident report. The following are guidelines to help determine which agency program to use.

Reports will be written in AXON RMS when:

- Any violation of law, or suspected violation of law.
- Any incident for which a criminal complaint will be filed.
- Any use of force as defined in use of force policies.
- Any incident resulting in physical harm, or a serious threat of physical harm, to any person. This includes inmate fights.
- Any inmate death.
- Any threat to the security of a facility.
- Any fire, regardless of size.
- Any other incident as deemed appropriate by supervisory or command staff or as required in any policy section.

The current JMS is the primary reporting method used within the Detentions Bureau. A JMS report will be used for any of the following incidents that occur within the Detentions Bureau:

- A hunger strike by any inmate.
- The initiation of formal disciplinary action against any inmate.
- Referral of an inmate to Medical Staff or Correctional Mental Health Staff.
- An incident resulting in a change of an inmate's housing location, not including routine movements initiated by Classification.
- The discharge of an inmate laborer.
- Lost or found inmate property.
- Any time an inmate is placed in a safety cell under the provisions of Detentions Bureau Policies and Procedures.
- Any attempt suicide, self-destructive behavior, or any placement of an inmate on suicide watch pursuant to the Detentions Bureau Policies and Procedures manual.
- When segregating an inmate with a mental illness or developmental disability pursuant to the Detentions Bureau Policies and Procedures manual.
- Any time an inmate is restrained under the provisions of the Detentions Bureau Policies and Procedures manual.
- Any time an inmate is detained in a sobering cell for longer than six hours under the provisions of the Detentions Bureau Policies and Procedures manual.
- Any other incident as deemed appropriate by supervisory or command staff or as required in any other policy section.

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DOCUMENTING USE OF FORCE

One of the most heavily scrutinized aspects of law enforcement is the use of force. With the introduction of body worn cameras in field operations and detentions, the articulation detailing the use of force has become more important than ever. The public now has unprecedented access to the actions of law enforcement and will often form much of their opinion from the video footage of an incident. As law enforcement, our choices in the field are grounded in our training and experience; however, our training and experience are not captured in body worn camera footage. We are responsible for effectively communicating the justification for our actions in written reports. Special care must be taken to properly explain why our force is objectively reasonable, proportional, and within policy & law.

Documenting the Incident: Pre-Incident Response

It is important to remember that use of force incidents start when you are dispatched, not just when you are using force. Your mindset and the information available to you are fluid during the entire incident. In detail, you must document what information you had, when you had the information, what the information meant to you, and how that translated into the decisions you made.

The first part of your documentation should begin with how you arrived at the location and what your initial mindset was. You should document the resources you requested (Air Unit, MET Team, backup units, etc.). You should also document any relevant training you have had (i.e., CIT).

Example: “On May 1, 2025, I was on duty wearing a full KCSO Class C uniform, driving a marked patrol vehicle. At approximately 2100 hours, I was dispatched to 123 Broadway St for a report of gunshots heard in the area. I knew from past calls that the residence had a heavy gang presence with subjects who were often uncooperative with law enforcement. I turned off my headlights and parked several houses away to avoid any potential for an ambush. The KCSO helicopter was monitoring from overhead.”

Example: “At 0030 hours, I was dispatched to Stella’s Sandtrap for a report of an intoxicated subject, JOHN DOE, refusing to leave. I have arrested DOE on numerous prior occasions at the bar. During many of those arrests, DOE became physically violent. I met with additional units prior to responding to the bar. All units were wearing full KCSO Class C uniforms and driving marked patrol vehicles.”

The next part of your documentation details everything about the suspect’s demeanor, appearance, statements, and actions. Also document any change in your mindset as a result of your observations.

Example: “When I arrived, I saw a male and a female in the front yard. The female’s back was against the wall of the house, and she had blood coming from her nose. The male was facing her with his fists clenched, an angry look on his face, and did not acknowledge me when I identified myself as law enforcement. I could see the male was drawing deep breaths as he stood staring at

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the female. Based on these initial observations, I believed this was possibly an active domestic violence situation. I quickly decided to detain the male on suspicion that he assaulted the female.”

Next, you will document your attempt to effect an arrest, overcome resistance, or prevent escape (PC 835a). When you have developed probable cause to arrest, or reasonable suspicion to detain, you are expected to give verbal commands, when feasible, throughout the incident. Generally, this is a simple “Sheriff’s Office, you’re under arrest,” “You are not free to leave,” “Stop resisting,” etc. Document your commands and the approximate number of times they are repeated. Also document the suspect’s response or lack thereof to those commands. Continue to document your mindset as a result of what you see.

Example: “I told JOHN DOE he was under arrest and to place his hands on his head. DOE took a single step away from me, and I could see he began breathing heavier. DOE’S head darted from left to right. I, again, ordered DOE to put his hands on his head. DOE kept looking around, avoiding eye contact with me, and said, ‘What did I do, sir?’ I recognized this behavior from my training and experience as pre-flight or pre-assaultive behavior. I believed DOE was about to run from me, or potentially physically resist my efforts to arrest him.”

De-escalation

Document any tactics you tried to lower the intensity of an incident. There are numerous things we as law enforcement do out of habit that are de-escalation tactics. For example, parking down the street and approaching stealthily, using a calm voice in a tense situation, maintaining distance, and using cover/concealment and separating feuding parties. Document any steps you took prior to arriving at a call such as waiting for backup, waiting for an officer with less-than-lethal weapons, or asking for an air unit to check the area before you arrive. You should also document if you change to a lower level of force during an encounter.

Example: A domestic violence suspect is armed with a knife, and you have him at gunpoint in the bathroom of a residence. The suspect refuses to disarm, and he threatens to stab you if you come close to him. You radio for additional units to assist and begin calmly speaking to the suspect. You learn that the suspect wants to smoke a cigarette before going to jail. You offer to let the suspect smoke on the condition the suspect tosses the knife out into the hallway. The suspect complies, but later fights deputies with his hands/feet when they enter the bathroom to arrest him. The suspect is quickly overcome by you and the additional units who arrived, using only control holds. The suspect sustains a fractured wrist during the arrest.

When writing the report for this incident, you will heavily document that you convinced the suspect to drop the knife by simply offering a cigarette, and the additional units you requested made it so the suspect’s arrest was effected without the use of any intermediate levels of force. Instead of being fatally wounded by police gunfire, the suspect went to jail with a minor wrist injury thanks to your de-escalation.

Example: Same situation as above, but no cigarettes this time. You tell your partner to deploy an electronic conducted weapon (or a 40mm less lethal round) at the suspect while you hold lethal

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cover as a backup. The less lethal choice succeeds in getting the suspect to drop the knife and submit to arrest. Again, you maintained a deadly force option, but made the conscious choice to try a lower level of force (which worked).

Example: You've told a suspect they are under arrest, but the suspect says they will not submit. You know a physical confrontation is on the horizon, so you ask for three more deputies. The suspect is in handcuffs in a matter of seconds using only control holds. The alternative (arresting the suspect by yourself) would likely have led to a much longer struggle, higher levels of force, and worse injuries for all parties. Document that you had more deputies respond prior to attempting the arrest with the hope of decreasing risk to all parties involved.

Example: You are standing with your partners when you all are dispatched to a felony warrant subject walking down the street. Prior to responding, you quickly form a plan to contain the suspect should he flee on foot. As expected, when the first unit arrives, the suspect flees, but runs directly into your partner who was staged and ready. De-escalation is the use of any strategies and techniques that are intended to decrease the intensity of a situation and should be documented.

At the point in your report just before the first use of physical force, you shall detail all the factors that you quickly considered prior to using force. Ultimately, this is where you will frame your justification around *Graham v. Connor* (1989). Every time you use force during an incident, you must document:

The Severity of the Crime – Not only document the crime for which the suspect is wanted, but also the crime the suspect is committing the moment you use force. Further, document what types of crime the suspect committed (felony/misdemeanor) and whether or not the crime is a violent crime.

Threat to Officers or the Community – Document officer / suspect factors, including, but not limited to:

- a) Prior contacts with suspects
- b) Number of officers vs. number of suspects
- c) Your age, size, and relative strength compared to that of the suspect
- d) Any special knowledge/skills you may perceive the suspect has
- e) The injury or exhaustion of either you or the suspect
- f) Whether the suspect is displaying objective signs of mental impairment or under the influence of drugs or alcohol
- g) Environmental factors and
- h) The proximity of weapons to the suspect.

The Active Resistance Posed – Describe what the suspect is doing to either resist or any attempts to evade arrest or escape.

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Force in a Detention Facility

If working in a detention facility, at this point in your report, there will be nine (9) headings that will have to be addressed that are not the above listed Graham v. Connor factors. As a use of force in a detention facility involves either pre-trial or sentenced individuals, the Kingsley v. Hendrickson (2015) case decision stipulates that nine issues have to be addressed. Every time you use force involving a pre-trial or sentenced individuals inside of a detention facility, you must document:

1. **Threat perceived by officer**
2. **Severity of the security problem at issue**
3. **Level of Active Resistance**
4. **Immediate threat to the safety of officers or others**
5. **Need for use of force**
6. **Amount of force used in relation to the need**
7. **De-escalation efforts**
8. **Injuries to the officer or incarcerated person**
9. **The legitimate governmental interest in managing the facility**

Whether it is the three (3) Graham v. Connor headings or the nine (9) headings listed above, separate headings for each of these items is appropriate. The headings are often placed just before the documentation of force with the line, “At that moment, I quickly weighed the following factors...”

Example: “As I stepped forward and grabbed JOHN DOE’S left arm, DOE punched me with his closed right fist on my face. At that moment, I quickly weighed the following factors:

Severity of the Crime: Document the PC 69, 243(b), and any other crimes to that point

Threat to Officers and the Community: What threat does Doe’s escape mean for your partners and the public?

Active Resistance Posed: Document flight, non-compliance, assaults, etc.

Each of those three items is subject to change, sometimes drastically, during the course of an incident. You may go from control holds straight to baton strikes if a suspect violently resists your attempt to arrest him/her. In that case, what may have started out as a basic domestic violence arrest with no resistance has evolved into an assault on a peace officer. *The change in crime severity, resistance, and suspect threat is the reason you would respond a higher level of force and must be written in your report. Do not expect the reader to make the inference. Spell it out.*

KSCO use of force policies have an extensive list of relevant factors which should be used to assist you with your documentation. The following are general guidelines for use of force report writing. Refer to agency **use of force policies** for use of force reporting requirements.

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Documenting the Incident: Use of Force

When the verbal commands fail, you will reach the point in your report where the first physical resistance occurs. Often, this is a basic pulling away from the officer during handcuffing or tensing of the muscles when contraband is located during a search. It can also be an outright attack. Step-by-Step, explain each action and reaction of both you and the suspect(s). Document why you chose one option over another. Continue to explain your mindset. Remember that you are not required to make the best choice, just an objectively reasonable one. Do not omit facts from your report on the basis that you could have made a better decision. The legality of force is based on objective reasonableness at the time, not hindsight.

Example: If you get punched hard enough that your vision or consciousness are affected, explain how you were physically affected and what the danger was to you. If you are knocked unconscious, a suspect can use all the weapons on your belt against you.

Example: If a suspect assumes a fighting stance, describe that fighting stance, and you will likely be justified in an immediate escalation of force to impact weapons, conducted electrical weapon, OC spray, etc. You may document that trying to use a control hold would likely be ineffective or result in injury for you or the suspect.

Example: If you deploy oleoresin capsicum (OC) against a suspect, and they stop trying to assault you, consider de-escalating to verbal commands and control holds to gain compliance.

Documenting the Incident: Post Use of Force

Agency policy requires that, when safe, we render medical aid to an injured suspect. Document your monitoring of the suspect, positioning (was the suspect placed in the recovery position, how was the suspect restrained), visible injuries, statements, and that you called for an ambulance. You should also document any efforts to alleviate the suspect's discomfort (i.e. wiping excess OC spray from their face, or not handcuffing a suspect's severely broken arm). See KCSOPPM P-0600 for additional requirements for rendering aid.

Body Worn Cameras

Use body worn camera footage only as a tool to refresh your recollection of an incident. Under stress, your body will not process everything that can be seen on the camera. You should document an event as you perceived it at the time. Furthermore, do not rely on the body worn camera to tell the events that occurred. As previously mentioned, it is incapable of capturing your training, experience, or any emotions you may be feeling at the time. It is also incapable of capturing what your senses were telling you and what your perception of the events unfolding was. Be sure to describe your experience in detail within your report.

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CASE MANAGEMENT

Clearance or closure must meet more specific criteria to be acceptable. The Sheriff's Office uses the National Incident Based Reporting System (NIBRS) to collect crime data because it was mandated by the FBI.

Important Definitions:

Case: The term Case refers to the incident report and the corresponding investigation.

Case Status: Status represents the status of the case/investigation at any given point-in-time.

Internal Disposition: Disposition refers to the final outcome of the case. It may change as the case progresses but should ultimately reflect what the final conclusion was.

NIBRS Disposition: The disposition that will be submitted to NIBRS. Incidents or cases with arrests are automatically reported to NIBRS. The three options are none, unfounded, and exceptional clearance (see below).

Internal Disposition Options:

Active/Open: The case is actively being investigated and has not been closed.

Closed: The case is not being actively investigated or is unable to be solved and is closed via one of the internal dispositions reasons listed below.

Inactive: The case is no longer actively being investigated.

Internal Disposition Reasons:

Cleared by arrest: An arrest was made and there are no outstanding suspects.

Cleared by arrest other agency: Another agency made an arrest in our case and there are no outstanding suspects. A supplemental report should be written documenting this and the agency's report should be attached.

DA refused to prosecute: The case was submitted, and the District Attorney chose not to prosecute.

Juvenile offender counseled and field released: The case will not be submitted to juvenile probation and no further investigation will be conducted

Juvenile probation seek petition: The case has been submitted to juvenile probation due to the offender's status as a minor at the time of the crime

Missing person located: The missing person was located, no crime occurred, and no further investigation is needed.

Not a criminal case: The case was not originally reported as a criminal offense and no criminal offense applies. If the incident originally had a crime reported and was later determined to be non-criminal, the correct clearance will be unfounded.

Past statute of limitations: The statute of limitations has expired, and the case cannot be prosecuted.

Offender death: The death of the offender has been confirmed.

Property recovered: Property associated with the case has been recovered; however, the case is not proceeding.

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Referred to other agency: The crime occurred in another department’s jurisdiction, or the incident is not criminal and is being referred to an agency such as Child Protective Services, Adult Protective Services, Mental Health, etc.

Submitted to DA: The suspect is not in custody on this case, but you want the case reviewed or filed by the District Attorney’s Office.

Unfounded: Your investigation revealed the crime investigated or alleged did not occur.

Victim refused to prosecute: The victim is refusing to cooperate with us or the District Attorney.

Waiting for new developments or evidence: The case is pending further developments, evidence, or information and will proceed once received

Warrant issued: The suspect now has a warrant but is not in custody.

NIBRS Disposition Options:

None: The case does not meet NIBRS criteria

Unfounded: Your investigation revealed the crime investigated or alleged did not occur.

Exceptional Clearance: Refer to section below on proper exceptional clearances.

*Note there is no NIBRS disposition for cleared by arrest, as it is reported automatically.

Exceptional Clearance Options:

To clear a case by exception **all of** the following conditions must be met:

- The investigation must have clearly and definitively established the identity of at least one offender.
- There must be sufficient probable cause to support arresting, charging, and prosecuting the offender.
- There must be a reason outside your control preventing the arrest, charging, and prosecution.

In Axon Case, the user shall select the NIBRS Disposition as *Exceptional Clearance*. One of the following must be selected from the *Exceptional Clearance Type* dropdown menu:

Not applicable: Not Applicable (not cleared exceptionally). This should be reported if an incident is not cleared by either an arrest or exceptional means by the time an initial Group A (Refer to NIBRS guide for list of Group A crimes) incident report is submitted.

Death of Offender: Offender’s death has been confirmed

Juvenile/No Custody: The handling of a juvenile without taking him/her into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty theft

Prosecution declined: The case was submitted, and the District Attorney chose not to prosecute.

Victim refused to cooperate: The victim is refusing to cooperate with us or the District Attorney.

In Custody of Other Jurisdiction: This should be reported in cases when: 1) an extradition is denied and 2) an offender committed offenses in two jurisdictions and was arrested in one of the jurisdictions – the Law Enforcement Agency not reporting the arrest should report this value when they become aware of the arrest.

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Procedure for Case Management

For case management purposes, if it is not defined in the original incident overview and the case has been or will be assigned to an investigator, a supplemental report shall be written any time a status or disposition changes in a case, and it should describe why and what they should be.

- The assigned investigator will be responsible for ensuring a supplemental report is written and the case status and internal disposition is up to date.
- The section Sergeant (or their designee) will be responsible for determining whether cases are assigned to an investigator and ensuring cases are reassigned when investigators leave their section. Creating a case or a supplemental report is not required if the case is not being assigned to an investigator.
- To ensure proper case management, section Sergeants and/or their designees will conduct yearly case management audits.

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