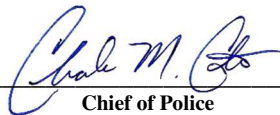
	MESQUITE POLICE DEPARTMENT
	103.00 SPECIAL REPORTS
	Effective Date: July, 2017
	Approved: _____  Chief of Police

- I. In recognition of the fact that standard report forms and procedures may not fulfill the needs of the department in every instance, Special Reports may be required in some situations. (See Exhibit No. 100-3 Memorandum Sample)
- II. Special Reports, in the form of a memorandum addressed to the Chief of Police, shall be written and submitted through the chain of command:
 - A. By every involved employee when a prisoner is injured while in police custody;
 - B. By the employee or by his supervisor when a police employee is injured in the line of duty;
 - C. By the employee or by his supervisor when a police employee is involved in a traffic accident while on duty or while in a city vehicle;
 - D. By the driver or his supervisor, if a police employee, or by the investigating officer if the driver is a non-police employee when a traffic accident results in damage to city equipment;
 - E. By the arresting officer when a city employee is arrested;
 - F. By the primary officer when an injury to a city employee is reported to the police;
 - G. By the assigned employee when city equipment in the care of a police employee is lost, stolen, or damaged;
 - H. By the involved officer when the officer discharges a firearm in the line of duty, other than at an approved firearms training session or recreational situations;
 - I. By the involved employee and by the primary officer when any off-duty police employee is involved in a police incident or in a disturbance or family violence situation reported to a police agency;
 - J. By every involved employee when any incident or situation arising from or connected with off-duty employment might reasonably be expected to adversely affect the department or its personnel; or
 - K. By any police employee when directed to do so by a police supervisor.
- III. Special Reports, in the form of a memorandum may be written and submitted to a specific target audience without being addressed to the Chief of Police under certain circumstances. (Example: memorandum to all police personnel from Bureau Commander, memorandum to Training Sergeant from FTO regarding training issues, etc.)
- IV. The authority to determine the department's response to requests for certification of U-Visa forms and signatures on T-Visa declarations is delegated to the Captain of the Criminal Investigation Division (CID). The CID Captain will determine the appropriate response to these requests on a case-by-case basis consistent with applicable U.S. laws, regulations and the policies found in the "U and T Visa Law Enforcement Resource Guide for Federal, State, Local, Tribal and Territorial Law Enforcement, Prosecutors, Judges and Other Government Agencies."

EFFECTIVE: May, 1984; REVISED: September, 1990; FORMERLY: B/84-25; REVISED: January, 1996; REVISED: March, 1997; REVISED: August, 2003; REVISED: August, 2011; REVISED: April, 2016; REVISED: July, 2017.



MEMORANDUM

TO:

FROM:

DATE:

SUBJECT:

[double spaced]

This memorandum describes the uniform format and style to be used on all such departmental communications. All memorandums will be typed on only one side of 8 ½ inch x 11 inch unlined paper.

[double spaced]

The memorandum will use five parts: the heading, the routing, the subject, the body, and the signature (handwritten and typed). The modified block style will be used. The heading will be centered. The routing, the subject, and the body of the memorandum including the first lines of paragraphs will be flush with the left margin. The signature will be centered. The heading will include the designation of memorandum and the date as in the above format example. If the memorandum is for your information (FYI), it should be clearly designated as such.

[double spaced]

The routing will identify the person that the memorandum is directed to, the intervening persons in the chain of command, and the person sending the memorandum. As the memorandum passes through the chain of command, each superior will initial the memorandum. If it is felt by the superior that additional amplification is necessary, then brief comments on the original memorandum or accompanying memorandum would be appropriate.

[double spaced]

The subject will concisely describe the topic of the memorandum. The body of the memorandum should follow established principles of writing. The body will be single spaced, with double spacing between paragraphs. The subject matter should be carefully organized and paragraphed. Paragraphs may be shorter than ordinary writing. The style should be as clear and direct as possible.

Name
Title