



## Lunenburg Police Department Rules & Regulations

<b>Policy Number:</b> <b>13.00</b>	<b>Subject:</b> <b>Reports</b>
<b>Issue Date:</b> <b>12/20/2013</b> <b>Revision Date:</b> <b>10/30/2021</b> <b>Effective Date:</b> <b>12/20/2013</b>	<b>Massachusetts Police Accreditation Standards Referenced:</b> <b>N/A</b>
<b>Issuing Authority:</b>  <i>Chief Thomas L. Gammel</i>	

### 13.00 – REPORTS

Officers are required to promptly and accurately complete all required reports and forms. Failure to complete a required report or falsification of a police report or record, by submitting false written or oral information, may result in disciplinary action against the officer. Police reports and records include such things as affidavits, incident reports, time sheets, condition of the officer's health, doctor's slips, IAD investigation reports, and citations.

Report filing requirements are an essential duty of a police officer. Additionally, credibility is an essential characteristic of every officer, due to the nature of police work where public interaction and testimony at judicial proceedings are required.

#### RULE 13.01 - FILING REPORTS

Officers shall promptly, truthfully and accurately complete all reports and forms as required by this Manual, by law, and by department regulations or policies and procedures.

## **RULE 13.02 - FALSIFYING RECORDS**

Officers shall not knowingly enter or cause to be entered upon a police report or police record any inaccurate, false or improper information.

## **RULE 13.03 - FEIGNING ILLNESS OR INJURY**

Officers shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive the department as to the condition of their health.

## **RULE 13.04 - REPORTING CITIZEN COMPLAINTS**

Officers shall promptly and courteously make a written record of any complaint made by a citizen against themselves or any officer or employee of the department. Officers may try to resolve the complaint; however, they shall not try to discourage any citizen from filing a complaint with the department.

Officers shall follow the department's policy and procedure for receiving and processing citizen complaints.

## **RULE 13.05 – REPORT RULE VIOLATIONS**

Officers shall, upon observing or otherwise becoming aware of a violation by another officer or employee of the department's Rules and Regulations or Policies and Procedures, as set forth in this Manual or by other departmental directives or as governed by law, report said violations to their superior officer who will be responsible for appropriate action, report submission and follow-up.