ILLINOIS STATE POLICE DIRECTIVE
OPS-033, CRIMINAL INVESTIGATION REPORT WRITING MANUAL

RESCINDS:	REVISED:	
OPS-033, 2022-136, revised 03-10-2022.	03-29-2024	**2024-019**
RELATED DOCUMENTS:	**RELATED CALEA STANDARDS (6th Edition):**	
ISP Criminal Investigation Report Writing Manual (e-CIRWM)	1.2.5, 31.5.1, 40.2.3, 41.2.1, 41.3.7, 42.1.2, 42.1.3, 42.1.5, 42.2.1, 41.2.2, 41.2.3, 42.2.2, 42.2.3, 42.2.6, 42.2.7, 43.1.1, 43.1.3, 43.1.5, 55.1.1, 55.2.3, 55.2.4, 74.1.1, 74.1.2, 74.1.3, 74.3.1, 74.3.2, 81.2.4, 82.1.1, 82.1.2, 82.1.3, 82.1.5, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.6, 83.2.6, 84.1.7	

I. POLICY

The Illinois State Police (ISP) will create and maintain a Criminal Investigation Report Writing Manual (CIRWM) to assist department investigators with documenting clear and thorough reports of investigations conducted by the ISP.

II. DEFINITIONS

Electronic Criminal Investigation Report Writing Manual (e-CIRWM) - a copy of the full ISP CIRWM that is available electronically to personnel with access to the Department's SharePoint Portal on the ISP intranet system.

III. PROCEDURES

III.A.　All investigative personnel, including personnel within Division of Internal Investigations (DII), the Division of Criminal Investigation (DCI), and units directly managed by DCI, such as multi-jurisdictional task forces, will comply with the procedures set forth in the CIRWM, the Department's Traffic and Criminal Software (TraCS) application, or appropriate/equivalent ISP report management system.

　　III.A.1.　Provided the investigative zone/work unit has functioning TraCS software or equivalent functioning software, TraCS or the appropriate ISP report management system will be used for all investigative case reporting.

　　III.A.2.　Unless covered by another Directive, all ISP forms not available in TraCS or equivalent and any documents generated during an investigative case, will be scanned and uploaded as an attachment into the TraCS application or equivalent. Documents containing original signatures, non-evidentiary recorded or digital media and other non-evidentiary material will be documented in the TraCS application and maintained by the appropriate zone/work unit in accordance with ADM-137, "Records Retention/Destruction Schedules."

　　III.A.3.　The CIRWM manual is available in e-CIRWM and TraCS.

　　III.A.4.　Investigative personnel assigned to a Metropolitan Enforcement Group (MEG) shall comply with their respective units' adopted report writing policy and procedure manual.

　　III.A.5.　Confidential Source/Informant files in TraCS **WILL NOT** contain personal identifying information with the exception of the actual date of birth of the confidential source/informant pursuant to the CIRWM.

　　III.A.6.　Officers who do not have access to computers or functioning TraCS software or equivalent at the time of the report, will complete the appropriate paper or electronic report(s) and enter the report(s) into TraCS or equivalent when they return to their zone/work unit.

　　III.A.7.　In the event there is a conflict between the CIRWM and an ISP Directive listed at a later date, the ISP Directive shall take precedence.

III.B.　DCI and the Division of Justice Services (DJS) Patrol and Investigative Records Section (PIRS) will maintain the investigations reporting procedures. They will:

　　III.B.1.　Provide clarification and interpretation of the procedures.

III.B.2.   Ensure compliance with the procedures.

III.B.3.   Review proposals for new forms and procedures.

III.B.4.   Ensure the procedures continue to satisfy the reporting needs of the Department by conducting a review and update of the manual at least every three years, or as deemed necessary.

III.B.5.   Update electronic chapter and form revisions in e-CIRWM, and electronic form revision in TraCS.

III.C.   DCI, DJS PIRS, and the Office of Metrics, Accreditation, and Policy (MAP) may establish a committee to review comprehensive changes to the CIRWM. This committee may include the Office of Inspection and Audits' personnel and the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) Accreditation Manager, or designee.

Indicates new or revised items.

-End of Directive-