

## Watch Summary Protocol

### 319.1 PURPOSE AND SCOPE

This procedure describes Watch Summaries, when they should be completed and what information should be included.

Watch summaries are intended to keep command staff informed of significant arrests and incidents which occur during each watch. They are also used by the Public Information Officer to summarize incidents and to produce media releases and public information releases.

### 319.2 EVENTS

The following events should always be included in the Watch Summary (all service areas):

- All arrests
- All felony assaults, robberies, kidnappings and sexual assaults
- All racial or gang-related incidents
- All deaths
- Vehicular collisions with major injuries
- Any crime that is part of a series or pattern of crimes
- Missing persons with unusual circumstances
- All labor incidents (i.e. strikes)
- Any reported offense with an excessively large monetary loss (i.e. over \$5000)
- Any injuries to officers or to citizens by officers
- Any police problem involving EGPD personnel or other agency personnel (on or off-duty)
- Any incident involving a well-known person
- Any other significant event which should be brought to the attention of the Chief and Assistant Chief

### 319.3 RESPONSIBILITIES

All areas are responsible for forwarding entries for the Watch Summary to the Patrol Division Secretary. On Monday-Friday, entries should be forwarded before the end of shift. On Saturday and Sunday, all entries should be forwarded before the end of shift Sunday.

### 319.4 CONTENT

All entries should be brief, accurate, and timely and include:

- Watch, Time and Date
- Report Number

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- Charges (if applicable) or type of event
- Unit identifiers of involved personnel
- Location address
- Offender, Victim or Witness name, age and whether or not arrested
- A BRIEF summary that is grammatically correct including complete sentences