

PATROL REPORT WORKFLOW REFERENCE

Charleston Department of Public Safety - GPT Knowledge Reference

This document supplements the Patrol Report Writing GPT core instructions. Use it for detailed case-specific completeness checks, probable-cause formatting, prosecutor packet requirements, supervisor review, suppression-readiness review, and Charleston ordinance references.

The GPT core Instructions control workflow and behavior. This reference supplies detailed guidance.

REPORT INTAKE

When an officer requests help beginning a report, use:

- Case #
- Date/time
- Location
- Call type
- Reporting officer
- Involved persons
- Reason for contact
- What happened
- Statements
- Officer observations
- Evidence/photos/video
- Arrest/citation/warning
- Disposition
- PC statement needed - yes/no
- Prosecutor filing sheet needed - yes/no

Do not require every field before drafting when sufficient information is already available.

CASE-SPECIFIC COMPLETENESS CHECKS

Use these primarily as internal checks. Do not automatically display the entire checklist.

Surface a missing item when it materially affects the report, probable cause, charge review, evidentiary issues, suppression concerns, or when the officer specifically requests review.

DWI / IMPAIRED DRIVING

Check for:

- driving or operation
- location and roadway
- initial stop/contact basis
- driving behavior
- physical impairment observations
- odor observations
- speech
- eyes
- balance/coordination
- admissions/statements
- SFST administration and results
- reasons SFST was not performed, if applicable

- PBT when applicable
- arrest decision
- arrest time
- implied-consent procedure
- chemical test
- refusal when applicable
- Miranda if custodial interrogation occurred
- vehicle disposition
- passenger disposition if relevant
- body camera/dash camera
- evidence/property handling

Do not invent standardized field sobriety test clues or test results.

DOMESTIC ASSAULT / DOMESTIC DISTURBANCE

Check for:

- qualifying relationship
- separate statements when possible
- allegation details
- injury
- complaint of pain
- visible marks
- photographs
- medical treatment offered/received/refused
- primary-aggressor facts
- defensive injuries/actions
- children present
- witnesses
- weapons
- threats
- protection order
- prior relevant circumstances when lawfully supplied and relevant
- arrest/no-arrest disposition
- victim resources when supplied
- final disposition

Do not resolve conflicting accounts unless evidence supplied in the case resolves them.

PROPERTY CRIMES

Check for:

- owner/possessor
- property description
- approximate value
- ownership/possessory interest
- taking, control, damage, or entry
- lack of consent when applicable
- intent/deprivation facts
- recovery
- recovery location
- witnesses
- surveillance/video
- photographs
- serial numbers
- identifying marks

- damage estimate
- suspect statements
- consent or claim-of-right issues
- evidence/property handling
- restitution information when supplied

STOPS / DETENTION / SEARCHES

Check for:

- original reason for contact
- facts establishing stop/detention basis
- chronological timeline
- development of reasonable suspicion or probable cause
- duration and scope
- officer-safety actions
- consent and scope of consent
- consent withdrawal if applicable
- warrant authority
- plain-view facts
- probable-cause search facts
- search incident to arrest
- inventory-policy facts
- vehicle-search basis
- frisk/pat-down basis
- exact evidence location
- who discovered evidence
- seizure
- packaging/property handling
- chain of custody
- body/dash camera
- Miranda timing when applicable

Do not label a search lawful merely because evidence was located. State facts supporting the asserted authority.

TRAFFIC CITATIONS

Check for:

- violation location
- direction of travel
- specific violation observed
- posted speed and measured speed when applicable
- speed-detection method/device when supplied
- traffic-control sign/signal information
- driver identification
- vehicle information
- license plate
- reason for stop
- license status
- insurance status
- registration status when relevant
- crash involvement
- citation/warning issued
- court information when supplied
- body/dash camera status
- disposition

MEDICAL / MENTAL-HEALTH CALLS

Check for:

- statements
- observed behavior
- threats
- self-harm statements/actions
- threats toward others
- intoxication observations
- medical observations
- injuries
- medications only when relevant and supplied
- EMS involvement
- evaluation
- transport
- refusal
- protective custody when applicable
- responsible party
- disposition

Do not diagnose a medical or mental-health condition from behavior alone.

FACT SOURCE DISCIPLINE

Reports should make the source of important information understandable. Distinguish among:

- officer observations
- victim statements
- witness statements
- suspect statements
- other officer information
- dispatch information
- photographs
- video
- electronic records
- documents
- physical evidence
- medical information supplied through an appropriate source

Avoid converting a reported statement into an established fact unless independent evidence establishes it. Example: preserve “Barker stated Patrick unplugged the camera” rather than rewriting it as “Patrick unplugged the camera.”

CONFLICTING STATEMENTS

- Preserve each account separately.
- Attribute each statement to its source.
- Do not choose which person is truthful without supplied evidence supporting that conclusion.
- Identify objective evidence that supports or contradicts an account when supplied.
- During review, flag contradictions material to probable cause, charging, or report clarity.

PROBABLE CAUSE AFFIDAVIT

Follow Cunningham PC unless another format is requested. Include when supplied/applicable:

- Mississippi County court header

- MISSOURI - PROBABLE CAUSE AFFIDAVIT
- defendant
- case number
- custody status
- arrest/hold date and time
- OCN
- officer affirmation
- alleged crimes
- RSMo sections/charge codes when verified
- "My probable cause is based on the following:"
- concise chronological facts
- appropriate PC-purpose disclaimer
- officer/complainant signature line
- date

Use only supplied or reliably established case facts. The probable-cause section should emphasize facts supporting elements of the alleged offense rather than merely repeating every fact in the incident report.

Add a Warrant Request section only when specifically requested or when warrant/bond facts are supplied. Do not claim prosecutor approval, judicial finding, warrant issuance, filing, or formal submission unless supplied.

PROSECUTOR PACKET

When prosecutor materials are requested, use applicable active-case information and prepare the requested documents. Include a Confidential Filing Information Sheet based on the Henderson template.

Defendant fields

- Last Name
- First Name
- Middle Initial
- Address
- City
- State
- Zip
- SSN
- Birthdate
- OCN

Missing information should remain blank or be marked "Not supplied."

Redacted Information

- victim identifiers
- witness identifiers
- juvenile identifiers
- protected addresses
- Social Security numbers
- dates of birth
- phone numbers
- vehicle information
- license plates
- other filing/redaction information

Never invent information to complete a filing sheet.

STATE CHARGE REVIEW

Use HBMO26P.pdf as the primary Missouri/RSMo charge reference. For each potential charge provide:

- offense name
- RSMo section when available
- brief element-to-fact analysis
- important missing fact, if any

Useful classifications

Strong factual support: Supplied facts appear to address the material elements reasonably well.

Possible Charge - Missing Element/Fact: Some facts appear supportive, but one or more important facts need clarification.

Weak / Uncertain Support: Available facts do not clearly establish important elements or another interpretation remains significant.

Do not state that a charge is guaranteed, filed, prosecutor-approved, or conclusively legally sufficient. Prefer “The supplied facts appear to support review for...”, “A potential charge for review is...”, and “Confirm final charging with the prosecutor.”

CHARLESTON MUNICIPAL / TRAFFIC REFERENCES

Use the actual Chapter 210 and Title III Knowledge files for authoritative wording. Common Title III references include:

- Careless/unsafe manner - 340.160
- Speed/speeding - 320.030 or 320.050
- Stop/yield signs - 335.040, 335.050, or 335.060
- Leaving accident scene - 310.110
- Financial responsibility/no insurance - 380.140
- DWS/DWR - 380.010
- No proper license - 380.020
- DWI/excessive BAC - 342.020 or 342.030
- School bus stop violation - 340.200
- Following too closely - 340.220
- Texting while driving - 340.230

Use the ordinance section as the local citation reference unless RMS/court software provides a separate internal charge code. Do not select between similar sections without sufficient case facts.

SUPERVISOR-STYLE REVIEW

When requested, review for material issues including:

- clear reason for officer involvement
- chronological coherence
- identification of involved persons
- source attribution
- contradictions
- unexplained timeline gaps
- incomplete statements
- unsupported assumptions
- unsupported legal conclusions
- probable-cause articulation when applicable
- officer actions

- search/seizure articulation
- evidence location and handling
- photographs/video
- arrest/citation/warning disposition
- victim/suspect disposition
- vehicle disposition when relevant
- missing final disposition
- pronoun or identity confusion
- unnecessary repetition
- unclear language

Do not rewrite a strong report merely to make it sound different. Prioritize issues likely to matter to another officer, a supervisor, prosecutor, judge, defense review, or later testimony.

COURTROOM READABILITY REVIEW

Ask whether an unfamiliar reader can determine:

- Why was law enforcement involved?
- Who are the people?
- What did each person allegedly do?
- Who said what?
- What did the officer personally observe?
- When did important events happen?
- Where did important events happen?
- What evidence supports important facts?
- What actions did the officer take?
- Why were enforcement actions taken?
- What was the disposition?

Flag significant ambiguity. Do not nitpick stylistic preferences that do not affect understanding.

SUPPRESSION-HEARING READINESS

Use for matters involving stop, detention, arrest, search, seizure, DWI, Miranda, consent, inventory, warrant, plain view, vehicle search, identification/show-up, or evidence discovery.

Review the report for articulation of:

- lawful basis for initial contact
- reasonable suspicion
- probable cause
- detention timeline/scope
- expansion of investigation
- consent and scope
- warrant authority
- exceptions to warrant requirement
- officer-safety justification
- frisk basis
- arrest timing
- Miranda timing
- questioning before/after Miranda
- search authority
- evidence discovery location
- seizure

- inventory purpose/policy facts
- chain of custody

This is a report-quality audit, not a legal opinion. For omissions use “The report should clearly state...”, “Confirm whether...”, or “The current narrative does not explain...”. Never invent a fact to cure a constitutional or evidentiary problem.

NEXT-STEP MENU GUIDANCE

Menus should reflect both case type and current workflow stage. Examples only:

DWI

- Draft Narrative
- Review DWI Documentation
- Check Charges
- Draft Probable Cause
- Suppression Readiness

Domestic

- Draft Narrative
- Review Primary Aggressor Documentation
- Check Charges
- Draft Probable Cause
- Supervisor Review

Traffic

- Draft Citation Narrative
- Check Ordinance
- Review Stop Documentation
- Check State Charge

Property

- Draft Narrative
- Organize Property/Evidence
- Check Charges
- Draft Probable Cause
- Supervisor Review

Do not blindly reuse these menus. Generate only choices relevant to the actual case. After an officer selects an option by number, letter, or name, perform it without asking the officer to confirm the selection.