

Annapolis Police Department



GENERAL ORDER

Number: J.1

**Issue Date: October
2001**

TO: All Personnel

SUBJECT: Reporting Requirements

PURPOSE

The purpose of this General Order is to establish a comprehensive reporting system.

POLICY

It shall be the policy of the Annapolis Police Department that crimes and many noncriminal incidents will require a report. Although the reporting of most crimes and many noncriminal incidents requires action by personnel assigned to an operational component, reporting requirements for less serious incidents may be satisfied by having Communications personnel record the information as outlined in this General Order.

I. Required Action

A. Incidents to be recorded

It is the department's policy to record every incident in one or more of the following categories if the incident is alleged to have occurred in the department's service area:

1. Citizen reports of crimes;
2. Citizen complaints;
3. Citizen requests for services when:
 - a. An employee is dispatched; or
 - b. An employee is assigned to investigate; or
4. Criminal and noncriminal cases initiated by a law enforcement officer; and

5. Incidents involving arrests, citations, or summonses.
- B. A record will be made of actions taken by law enforcement personnel whether in response to a request for service or for self initiated actions. If two or more persons report the same incident, only one case record is required (number). A citizen is defined as any person other than an agency employee, acting within the scope of their employment.
 - C. Information Required

The reporting carried out as a result of section A will include the following information:
 1. Date and military time of the initial reporting:
 2. Name (if available) of the citizen requesting the service, or victim's or complainant's name;
 3. Nature of the incident; and
 4. Nature, date, and time of action taken (if any) by law enforcement personnel.
 - D. Communications personnel will ensure that the information required for each incident is recorded in the Computer Aided Dispatch (CAD) system. For cases not requiring a formal written police report, the CAD record will serve as the full report of a miscellaneous incident.

II. Calls Requiring a Written Report

The following incidents require a formal written police report:

- A. All felonies.
- B. All Part I crimes, as defined as **General Order J.2**.
- C. All Part II crimes and miscellaneous incidents.
- D. Motor vehicle collisions as outlined in **General Order E.1**.
- E. Racial, religious or ethnic incidents.
- F. Domestic assaults as defined in the Annotated Code of Maryland.
- G. Any incident resulting in the arrest of any person, except for routine service of an arrest warrant.
- H. Incidents resulting in the death of any person not due to verified natural illness or any unattended deaths require an investigation and a written report; or
- I. Any other incident as directed by a supervisor.

Refer to **General Order J.2**, Appendix A for a chart of required reports and their associated report forms.

III. “No Report” Calls

- A. In most cases no formal written police report is required for minor misdemeanors not witnessed by the police, where the only enforcement action taken, if any, is to advise the complainant to seek prosecution through the District Court.
- B. **Exceptions to this general rule are Part I crimes which also are misdemeanors, such as thefts, assaults or misdemeanor breaking and entering cases. A report is required in these cases, even though they are misdemeanors.**
- C. When an officer is dispatched to a minor incident which does not require a written report, the officer may clear the call by advising the Police Communications Operator (PCO) ‘no report’ but must give the PCO a brief explanation as to why no report is being submitted. The PCO will record this reason in the CAD system. Examples of no report dispositions include:
 - 1. Unfounded
 - 2. Gone on arrival (GOA)/unable to locate crime or complainant
 - 3. Investigated by another agency
 - 4. Referred to District Court or Commissioner
 - 5. Civil matter
 - 6. Not a police matter, referred to appropriate agency
 - 7. Settled
- D. Whenever an officer has any doubt about whether or not to prepare a report, he/she should confer with his/her immediate supervisor. If further doubt remains, the issue should be resolved in favor of preparing the report.

IV. Report Review by Field Supervisors

- A. When a report is required, the officer shall complete and submit the report to their supervisor prior to the completion of their tour of duty. The section indicating whether the report is open, closed, arrest made should be checked off. Blocks that are not needed should be indicated with a N/A.
- B. In cases involving lengthy investigations, the reporting officer shall be authorized to complete all information on a Supplement report not later than 10 working days from the time the initial report was completed, as long as the officer’s supervisor approves and the officer submits the initial Incident report containing all the preliminary information.
- C. First line supervisors will ensure that reports are accurately and correctly completed and submitted in a timely manner. All reports taken during an officer’s tour of duty will be submitted to a supervisor. The report should be given to the officer’s immediate supervisor if available, prior to the conclusion of the officer’s tour of duty. Any delay in the submission of a report requires approval of the immediate supervisor.

- D. Supervisors are responsible for the quality of reports prepared by their subordinates. When the reviewing supervisor finds deficiencies in a report, he/she will counsel the reporting officer and obtain the necessary corrections.
- E. When the reviewing supervisor determines the report is satisfactory, he/she will sign the report. Once the report has been finally approved, the supervisor will forward the report (prior to the end of the tour of duty) to the Records Section. The Records Section is responsible for routing reports and records to the appropriate specialized components for follow up or to agencies outside the department. The original copy will be filed in the Records Section. The Records Section will further ensure that the Planning and Research Section receives copies of all Incident Reports every business day.
- F. The Police Records Coordinator or his/her designee is responsible for the development of a Field Report Status Form. This form will outline procedures to be used when reports are not turned in on time.

V. Reports Not Maintained in Records

Original reports will be retained by the Records Section. Copies of reports may be retained by the operational component such as the Criminal Investigations Division and the Traffic Safety Unit. The only exception to this is the Internal Affairs Section and the Vice and Narcotics Unit. These components will keep original reports such as internal affairs investigations, Vice and Narcotics *investigations*, confidential informant information and intelligence information in a secure location. *When a case number is issued for narcotics investigations, the investigator will forward a Vice and Narcotics Report Locator Form to the Records Section indicating that the report is retained in the Narcotics Section.*

VI. Case Number System

- A. The department's case numbering system requires:
 - 1. Assignment of a number to every case; and
 - 2. Assignment of a different number to each case.
- B. The CAD system produces a single numbering series (case and incident number) for all incidents of law enforcement service, including traffic collision investigations, criminal investigations, and miscellaneous calls for law enforcement service. The system produces an event number for every call entered in the CAD system. When a case number for a written report is needed, the PCO will prompt the system for the number. Some incidents, such as the issuance of traffic citations, need not be recorded as numbered cases; the citation form itself serves as the report. The numbering system is designed to ensure that all cases receive a number, that no numbers are omitted, and that no numbers are duplicated.

- C. The Department maintains records to include:
 - 1. Service calls and crimes by type;
 - 2. Service calls and crimes by locations; and
 - 3. Stolen, found, recovered, and evidentiary property files.

VII. Computer Entry Sheet(s)

- A. For every report that needs to be entered into the Maryland Inter Agency Law Enforcement System (MILES) and the National Crime Information Computer (NCIC), a Computer Entry Sheet must be completed.
- B. The Computer Entry Sheets assist the PCO in entering the required information into the MILES/NCIC systems.
- C. Reports that require a Computer Entry Sheet are listed in the Appendix A of this policy.

VIII. Records Room Access

- A. The Records Section is staffed Monday-Friday 8 AM to 4 PM. Only records personnel, Police Communications Operators, Internal Affairs and Staff Inspection personnel shall have access to the records. All other personnel are to request records through the on-duty records personnel. It is the responsibility of the records personnel to ensure that no other personnel are permitted into the records room. If, for any reason anyone other than the above stated personnel need to enter the records room, those personnel will sign a log indicating name, date time in, time out and reason for entry.
- B.. When the Records Section is closed, the door to records shall be closed and locked. *Only supervisors and Police Communications Operators will have access to the records room. The access control cards for supervisors and for Police Communications Operators will be programed so as to grant access to this room. The access control system is designed to identify the card number (card holder) who accesses the swipe door lock. Access to the records room will be for official use only.*

Michael A. Pristoop
 Chief of Police

References
1. Accreditation Standards 82.1.1, 82.1.5, 82.2.1, 82..2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.2, 82.3.5 2. General Orders J.2 Incidents Requiring an Written Report, E.1 Motor Vehicle Collision Investigation

Revision: This General Order replaces General Order C.7 Offense and Incident Reports dated July 1, 1986

Computer Entry Sheets will be completed for reports that include the following items:

1. Securities - Stocks, bonds, checks, money orders, etc.
2. Guns - Handguns, shotguns, rifles, etc.
3. Missing Persons
4. Vehicle Tags
5. Articles- bicycles, computers, modems, radios, TV's, etc.
6. Boats - Sailboats, powerboats, dinghies, canoes, etc.
7. Vehicles- Cars, trucks, motorcycles, recreational vehicles, etc