



REPORTING REQUIREMENTS

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I. POLICY

This directive establishes the department's reporting requirements. Although the reporting of most crimes and many non-criminal 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 required below.

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 officer is dispatched; or
 - b. An employee is assigned to investigate; or
 - c. An employee is assigned to take action at a later time;
- 4. Criminal and non-criminal cases initiated by law enforcement officers;
- 5. Incidents involving arrests, citations, or summonses;

The purpose of this policy is to establish a comprehensive reporting system. 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. A citizen is defined as any person other than an agency employee.

B. Information Required

The reporting carried out as a result of paragraph 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.

Communications personnel will ensure that the information required for each incident is recorded in the 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 in Index Code 2201.
- C. All Part II crimes and miscellaneous incidents.
- D. Motor vehicle traffic accidents involving death, injury, or extensive property damage.
- E. Racial, religious or ethnic incidents.
- F. Spousal assaults, as defined in the Annotated Code of Maryland.
- G. Any incident resulting in the arrest of any person, except for the routine service of an arrest warrant, and certain traffic arrests.
- H. Incidents resulting in the death of any person not due to verified natural illness. Deaths resulting from natural illness, when not under a doctor's care, also require an investigation and written report.

Refer to Index Code 2201, 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 petty thefts 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 dispatcher "no report" but must give the dispatcher a brief explanation as to why no report is being submitted. The dispatcher will record this reason in the CAD system. Examples of no report dispositions include:

- 1. Unfounded
- 2. Gone on arrival/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.

E. Once a case/report number is assigned from Communications and the incident is closed by the dispatcher, a report will be required from the officer. An approved PD Form 1000A is required in order to change the status of the incident to no report due. This form must be submitted to Central Records within three working days as if it were a filed report.

IV. REPORT REVIEW BY FIELD SUPERVISORS

A. First-line supervisors will ensure that reports are accurately and correctly completed and *submitted to Central Records within three working days*. All reports taken during an officer's tour of duty will be submitted to a supervisor, 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.

B. 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.

C. When the reviewing supervisor determines the report is satisfactory, he/she will sign the report and deliver it to his or her supervisor. Once the report has been finally approved, the supervisor will forward the first two copies to Central Records via department mail. Central Records is responsible for routing reports to appropriate specialized components or agencies outside the department. The remaining copies will be filed in the district station or police facility files.

D. All approved police reports will be forwarded to the Central Records Section in a designated envelope at the end of each tour of duty. Reports that are not completed and/or approved by the end of the tour of duty shall be submitted no later than three working days following the date of the incident.

E. Police reports will not be disseminated to the public or involved parties by officers. All requests for copies of police reports must be directed to the Central Records Section.

V. REPORTS NOT MAINTAINED IN CENTRAL RECORDS

A. All copies of operational reports may be retained by the Homicide Unit, the Narcotics Section, the Intelligence Section, and Internal Affairs, rather than being forwarded to Central Records. The custodian of records will determine the retention schedule (SOP #: REC-94-03) and the security requirements for such records, as well as a transfer schedule for inactive case files.

B. Reports being completed by the Traffic Safety Section may be retained at the section until the investigation being conducted is complete. However, PD Form 1000 will be completed and submitted to the Central Records section within three work days for reports that will be delayed in their completion.

VI. CASE NUMBERING SYSTEM

The department's case numbering system requires:

- A. Assignment of a number to every case; and
- B. Assignment of a different number to each case.

The CAD system produces a single numbering series (case and incident number) for all incidents of law enforcement service, including traffic accident investigations, criminal investigations, and miscellaneous calls for law enforcement service. 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.

VII. PROPONENT UNIT: Central Records Section.

VIII. CANCELLATION: This directive cancels Index Code 2200, dated 10-15-03.