



FIELD REPORTING FORMS

INDEX CODE: 2204
EFFECTIVE DATE: 12-18-00

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I. FIELD REPORTING FORMS

The following forms are used in field reporting:

A. Incident Report

The Incident Report form is used to report the preliminary investigation of all crimes and miscellaneous reportable incidents except those identified below.

B. State of Maryland Traffic Accident Report

The State of Maryland traffic accident report is used to report the preliminary investigation of traffic accidents. Follow-up investigation, and miscellaneous information of interest to the department (such as detailed arrest information or information pertaining to matters other than the accident), is reported on a supplement report. Refer to Article 19, "Traffic Procedures", for accident investigation procedures and report requirements for accidents.

C. Supplement Report

The Supplement Report form is used as a continuation form for the Incident Report and the specialized report forms, and also to report information learned about reportable incidents after the initial report has been submitted. Supplement reports that are being used as a continuation form should indicate the case number of the current report being continued. Supplement reports submitted with follow-up information should show the case number of the original incident. A new case number should never be generated for a supplement report.

D. Alcohol Influence Report

The Alcohol Influence Report is used only in the processing of DWI/DUI cases. It is used to document the arresting officer's observations and actions following the arrest of an individual for driving while intoxicated or under the influence of alcohol.

E. State of Maryland Missing Person Report

This form is used as the initial report of a missing person - adults as well as juveniles. Follow-up investigations or miscellaneous information of interest to the department should be reported on a supplement report.

F. Property Inventory Report

The property inventory report is used to itemize the description and value of stolen property, and stolen property that has been recovered by the Police Department. Motor vehicles are not included on this form.

G. Recovered Property Form

The recovered property form is a list and transmittal sheet of found, recovered, or evidentiary property taken into police custody. See Index Code 1201 for instructions on its use.

H. Vehicle Inventory & Tow Report

It is the policy of the Anne Arundel County Police Department to conduct an inventory of the contents of every vehicle towed, except vehicles that are released directly to owners in the officer's presence. The officer will complete a Vehicle Inventory & Tow Report on all vehicles towed by a licensed county tow truck. The report may not be used as a substitute for an accident report or incident report *except for* recovered stolen *automobiles (in or out of county), abandoned automobiles, or cases where a vehicle is towed due to the arrest of the driver as provided in Index Code 2201 Apx A. In the aforementioned cases, the narrative portion of the tow slip must be completed.* It is essential that the vehicle identification number (VIN) is included. Attach a supplement report if additional space is needed.

I. Domestic Violence Report

The Domestic Violence Report form (PD 1603) will be used as the first two pages of the domestic violence report in instances where a report is required. The reporting officer is responsible for completing both pages of the report; however, attempts should be made to have the victim fill out the body map, victim statement, and sign all appropriate areas (victim statement, body map, and medical information release.) The narrative of the report will be completed on Supplemental Report forms.

II. PROPONENT UNIT: Central Records.

III. CANCELLATION: This directive cancels Index Code 2204, dated 03-30-94.