



# REPORTING REQUIREMENTS

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## **I. POLICY**

This directive establishes the department's reporting requirements. *The Anne Arundel County Police Department participates in the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) Program – National Incident Based Reporting System (NIBRS).* 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 *offense or* 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 POLICE REPORT**

The following incidents require a formal police report:

- A. All *NIBRS Group A Offenses*.
- B. All *NIBRS Group B Offenses when an arrest is made; and when required by departmental policy*.
- C. *Miscellaneous non-criminal offense incidents as governed by department policy*.

Refer to Index Code 2201, *and Index Code 2201 Appendix A for additional details regarding NIBRS Offenses; NIBRS Groups; and Miscellaneous Non-Criminal Offense Incidents requiring a report.*

## **III. "NO REPORT" CALLS**

A. In *some* cases no formal written police report is required for *NIBRS Group B Offenses* not witnessed by the police *and when no arrest was made, and* where the only enforcement action taken, if any, is to advise the complainant *of civil remedies or to apply for criminal charges* through the District Court.

B. 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 report number is assigned from Communications and the incident is closed by the dispatcher, a report will be required from the officer. A report with the *Report Type, "VOID Report Number"* will complete the cancelation of the case number.

## **IV. REPORT REVIEW BY FIELD SUPERVISORS**

A. First-line supervisors will ensure that reports are accurately and correctly completed 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 approve the report *in the records management system. Any ancillary hardcopy reports requiring supervisor approval will be reviewed and signed by the approving supervisor.*

D. *Any ancillary hardcopy reports requiring supervisor approval such as* Tow Slips, will be forwarded to the Central Records Section in a designated envelope at the end of each tour of duty. *Hardcopy* 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. REQUEST FOR REPORT REVISION**

Any officer needing to make a revision to a submitted report after being reviewed by a Supervisor must determine *the report status*. *If the Report is not in "Completed" status*, Central Records or a Supervisor can **"Reject"** the report so the officer *can bring the report back to "Draft" status and make any necessary* revisions. Once the report is in **"Completed" status**, revisions can only be made in a supplement report.

If at a later time, a party or complainant to the report informs the officer that any part of the report is inaccurate or incomplete, the officer will advise the complainant that they may submit a witness statement to the officer, and supply the complainant with a Departmental Witness Statement Form (Form PD 2200). The officer will read the statement and decide if any further action is required based on the statement. The officer will *submit the Witness Statement as an Attachment in the records management system using the original Report Number*.

Complainants will be reminded that they may only receive a copy of any report through Central Records.

## **VI. RECORDS RETENTION**

A. *Reports related to sensitive investigations requiring confidentiality and operational security may be restricted from view in the records management system in coordination with a records management system administrator. Investigative documents related to these investigations may be retained by the investigative unit responsible for the investigation. Examples of sensitive and confidential investigations include certain homicide, narcotics, gang, homeland security, intelligence, and internal affairs investigations.* 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.

Reports being completed by the Traffic Safety Section may be retained at the *Traffic Safety Section* until the investigation being conducted is complete. However, *the initial Maryland Automated Crash Reporting System (ACRS) report will be completed and submitted following report submission deadline policies*.

*All documents created and related to a report or investigation must be scanned (if necessary) and added as an attachment to the report; or as added to an "Attachments Only" Report Type in the records management system. It is critical these documents are added to the records management system when they are produced or received since they may be significant to anticipated legal proceedings (i.e. preliminary hearings, prosecutor case preparation, discovery, etc.). Documents uploaded to the records management system must be in PDF format. Documents should not be uploaded as photographic images (JPG, PNG, etc.). Original documents with "wet" signatures and/or "wet" or embossed stamps may be stored in an investigator's case file pending court hearings, however must be submitted to Central Records after adjudication or when the investigation is suspended or closed by exception.*

*Examples of these documents include but are not limited to:*

1. Witness Statements
2. Consent to Search
3. *Advisement of Rights*
4. *Search warrants and search warrant returns of service*
5. *Documents related to line ups and photo arrays*
6. *District Court Statement of Charges and Statement of Probable Cause*
7. *District Court Applications for Warrants*
8. *Other documents related to the investigation and/or relevant for discovery related to civil litigation or prosecution*

**VII. REPORT NUMBERING SYSTEM**

The department's *report* numbering system requires:

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

The CAD system produces *two sequential numbering series. One numbering series is related for all calls for service entered into the CAD system ("CAD Incident Numbers"/"CAD Event Numbers"). The other numbering series is related to offense and incident reports ("Report Numbers").* The numbering system is designed to ensure that all *calls for services; and all reports* receive a *unique sequential* number, that no numbers are omitted, and that no numbers are duplicated.

**VIII. PROPONENT UNIT:** Central Records Section.

**IX. CANCELLATION:** This directive cancels Index Code 2200, dated *03-17-21*.