



Policy 104

Subject	
INCIDENT REPORTING	
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By Order of the Police Commissioner

POLICY

1. **Timely and Accurate Reporting.** A fundamental and critical component of law enforcement is the accurate and timely recording of crime and police information. All sworn members are reminded of their legal and professional duty to investigate complaints of crime, and to properly record, by written/typed or oral report, the results and findings of those investigations according to official Baltimore Police Department (BPD) standards and consistent with federal Uniform Crime Reporting (UCR) guidelines.
2. **Duty to Report.** When a citizen makes a report of a UCR-eligible crime to a member of the BPD, the member must complete and submit a written/typed report accordingly. A member is not excused from the completion of appropriate reporting when a complainant/victim states that a report is not wanted, refuses to cooperate or assist with the investigation, and/or refuses to comply with any police procedure.
3. **Investigative Obligation.** A member shall only be relieved of the obligation to submit a written/typed report upon the finding, based upon objective criteria, that no crime occurred and/or that the incident does not otherwise constitute a reportable non-criminal incident. Furthermore, the member's evaluation of the credibility of the complainant shall not be the sole basis for determining that an incident did not occur.
4. **Oral Codes.** When submitting an oral report in lieu of a written/typed report, an oral code shall only be based upon personal observations and/or knowledge of the facts of an incident. An oral code may only be given based upon first-hand information; do not give an incident an oral disposition based upon information from another party.

GENERAL

The Crime Incident Report, Form 008, will be used for the following reports:

1. Crimes Against Persons.
2. Crimes Against Property.
3. Vehicle.
4. Miscellaneous.

The Supplement Report, Form 007, will be used as a continuation of or follow up to the following reports:

1. Crimes Against Persons.

2. Crimes Against Property.
3. Miscellaneous.
4. Vehicle.
5. Missing Person, Form 004.
6. Juvenile Custody, Form 011.
7. Arrest, Form 407.
8. Case Disposition, Form 407.

This Policy does not supersede or replace the reporting requirements of any current reporting procedure. All reporting requirements outlined in applicable Policies shall be followed.

The Automated Crash Reporting System (ACRS) is the electronic software which shall be used for all accident reports.

REQUIRED ACTION

Member

Upon receiving a complaint of any kind:

1. Investigate and determine if the elements of any crime or otherwise reportable incident are met.
2. If it is determined that the elements of a UCR-eligible crime or otherwise reportable incident exist, complete and submit a written report detailing the elements of the crime or incident, unless:
 - 2.1. A report has already been submitted.
 - 2.2. The incident occurred outside Baltimore City.
3. If it is determined that no UCR-eligible crime or otherwise reportable incident occurred, and a written report is not necessary, submit to the dispatcher an oral report using the codes defined herein or in any other current and applicable Policies:
 - 3.1. A "Adam" - Unfounded.
 - 3.2. B "Boy" - Unable to locate complainant.
 - 3.3. C "Charles" - No such address.
 - 3.4. D "David" - No police service required.
 - 3.5. E "Edward" - Gone on arrival.
 - 3.6. F "Frank" - Complaint abated.

- 3.7. X "X-ray" - Written report.
- 3.8. Z "Zebra" – (for alarm calls) No/yes

NOTE: An oral code is a police report. Oral codes do not in any way eliminate the necessity for documenting "action taken," but rather abbreviate the method of documentation via an orally recorded report instead of a written report. Members will be held strictly accountable for the accuracy of oral codes in the same manner as for written reports. The member alone bears first and final responsibility for use of an oral code in reporting action taken on an incident. If there is any doubt as to the appropriateness of an oral code, the member should submit a written report.

4. Complete and submit a written report whenever ordered by a superior officer.
5. Submit Part I crime reports within two hours of the completion of the call, unless extenuating circumstances exist.
6. Submit all reports without undue delay, but in any case before completion of the tour of duty.
7. Shall not direct a citizen to see a Court Commissioner or Judicial Officer concerning a UCR-eligible incident without first either completing a Crime Incident Report, Form 008 and furnishing the complainant the corresponding Central Complaint Number (CC#), or ensuring a written report has already been completed and the citizen has the CC#.
8. Provide to all victims, as well as interested parties when applicable, the current mandated crime victim / witness information form, to include the incident data and CC#.
9. Respond to all notifications for delinquent and/or "returned for correction" reports without undue delay.

Supervisor

1. Collect Part I crime reports within two hours of completion of the call, and immediately review and forward unless extenuating circumstances exist.
2. Ensure that all written reports are received, reviewed and forwarded prior to the end of the tour of duty.
3. Review all written reports:
 - 3.1. For legibility, completeness and accuracy.
 - 3.2. To ensure the narrative contains the elements of the reported crime or incident, and supports the final crime classification according to UCR guidelines.
4. Ensure that all guidelines are followed by subordinates regarding the use of oral codes.
5. Log-on to ACRS weekly to ensure there are no pending matters for your attention.

Commanding Officer

Create administrative procedures necessary for ensuring all required reports are completed, reviewed, processed, and forwarded to Records Management Section in a timely manner.

Commanding Officer, Records Management Section

1. Establish agency-wide policies necessary to discharge your role as final authority for accountability of police reports.
 - 1.1. Establish and enforce policies and procedures to ensure that all police reports are received by Records Management Section in a timely manner.
 - 1.2. Ensure that all police reports received by Records Management Section are complete, legible and correctly classified according to UCR guidelines.
 - 1.3. Initiate disciplinary action against all personnel whose delinquent reports and/or returned for correction reports are not resolved in a timely manner.
2. Establish and periodically inspect a filing system for all police reports.

RESCISSION

Remove from files and destroy/recycle General Order A-4, *Incident Reporting*, dated 30 September 2007.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.