GENERAL ORDER #52

	Administrative General Order	52 Reporting Crime Information	**PAGE 1 OF 3**
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BY THE AUTHORITY OF THE CHIEF OF POLICE:			

CONTENTS

52.1 Policy

52.2 Definitions

52.3 Incident Types

52.4 Narrative Information

52.5 Documentation

52.6 Incident Reports to be forwarded to SLED

52.7 Training

52.1 POLICY (CALEA 82.1.4)

Per state law, the Charleston Police Department collects and reports crime information through the use of incident reports to the South Carolina UCR program which is coordinated by the South Carolina Law Enforcement Division (SLED). Within the Department, all incident reports are submitted electronically through the Mobile Field Reporting system to an approving supervisor and then to the Records Management System (RMS). The reports are reviewed for UCR/SCIBRS/NIBRS compliance by the Records Unit personnel during the Daily Records Review (DRR) process. Once confirmed for accuracy, the reports are forwarded electronically to SLED by Records Unit personnel according to the guidelines defined by SLED policy.

This order serves as a guideline for all Departmental personnel to follow when completing an incident report, which is necessary for investigation, prosecution, crime analysis, UCR/SCIBRS/NIBRS classification, and submission.

52.2 DEFINITIONS

NIBRS -- National Incident-Based Reporting System

SCIBRS -- South Carolina Incident-Based Reporting System

SLED -- South Carolina Law Enforcement Division

UCR -- Uniform Crime Reporting

52.3 INCIDENT TYPES (CALEA 82.2.1 a)

Crime incident offense types are categorized by SCIBRS definitions as outlined in the SCIBRS Training Manual. This Manual is available to all sworn through the Charleston Police Department Intranet Site. During an investigation, it may be necessary to modify or update the classification of a crime. This can be done by an officer submitting a case supplement indicating the new classification or by submitting a written request to Records personnel who possess system security authorizations to make edits to submitted reports. UCR/SCIBRS/NIBRS requests that reports be submitted only when it is likely that a reportable crime has occurred or has been attempted.

52.4 NARRATIVE INFORMATION (CALEA 82.2.1 c)

The narrative section of the initial incident report will reflect the basic information to document the nature of the crime. All investigative and law enforcement sensitive information will be written in the narrative section of a supplemental report. Complete information is necessary for UCR/NIBRS classification, crime analysis, investigation, and prosecution.

All available descriptive information obtained by officers at crime scenes will be recorded in a case supplement and not in the public body of the incident report. The reporting officer is responsible for writing all incident reports in their entirety. The reports will be carefully reviewed for accuracy by the officer's supervisor. The report will be "rejected" and returned electronically to the officer if errors or omissions are observed. If no errors or omissions are seen and the supervisor approves the report, it is electronically submitted from MFR to RMS. Once an Incident is submitted to RMS it cannot be modified by the officer or street supervisor. Additional information for incident reports must be submitted through a supplement. Clarifications, corrections, or information to modify an original incident report, based on a reporting exception identified by the DRR and reported through the MFR Corrections Report, are made by written request to the Records Unit.

52.5 DOCUMENTATION

UCR/NIBRS guidelines require that reports of all crimes or attempted crimes that fall into specified categories be submitted to SLED. Reporting, under these guidelines, is not determined by whether a crime is likely to be solved or prosecuted, but simply by whether a criminal act was committed or attempted. Officers will complete incident reports whenever they find that criminal acts have been committed or attempted.

52.6 INCIDENT REPORTS TO BE FORWARDED TO SLED (CALEA 82.1.4)

A responsibility of the Records Unit is the submission of crime statistics to SLED. The following procedures outline those responsibilities:

1. Initially check the incident report for completeness;
2. Read the information in the narrative to determine the elements as defined in the SCIBR Training Manual to determine an overall crime code(s) for the incident;
3. If changes are necessary to better document the proper incident type submit a case supplement indicating the new classification or by submit a written request to Records personnel who possess system security authorizations to made edits to submitted reports. Once the written confirmation is received, personnel will update the Incident report in RMS and electronically file the written notification;
4. Incident reports designated by the SCIBRS manual requiring the information to be forwarded to SLED will be sent to SLED. A submission file is generated and shall be uploaded to SLED's Repository: "Beyond 2020 Crime Insight Repository" by the CPD Lead Records Specialist.

Whenever there is any doubt concerning the coding, classification, or criteria for submittal to SLED, the report will be identified on the MFR Corrections Report released weekly to all Command Staff and Administrative Sergeants for review, and then to officers for corrections.

SLED will report all updates and changes to the NIBRS/UCR reporting requirements as they become available, and this information is documented in the "Crime in South Carolina" publication, which can be found on the SLED website.

52.7 TRAINING

Personnel assigned to the Administrative Services Division will be provided continuous and ongoing training and information to ensure that all office personnel are kept aware of any procedural changes. All personnel will receive updated, pertinent information on UCR/SCIBR/NIBR as these requirements evolve or in response to inquiries.