



CONCORD POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

INCIDENT REPORTING SYSTEM

GENERAL ORDER: 06.03

CREATED: December 1, 2000

ISSUE DATE: December 1, 2000

ACTION: Reformatting of original general order

EFFECTIVE DATE: December 1, 2000

06.03.0 **PURPOSE**

The purpose of this General Order is to establish a standard method for the documentation of incidents reported to or observed by the members of the Concord Police Department.

06.03.1 **POLICY**

The policy of the Concord Police Department will be to accurately document incidents reported to or observed by the members of the Concord Police Department in accordance with the requirements of the NC Division of Criminal Information, the FBI's National Crime Information Center, and the NC Division of Motor Vehicles.

06.03.2 **DEFINITIONS**

A. INCIDENT REPORT

An incident report shall include any set of facts leading to a reasonable suspicion that a violation of criminal law, motor vehicle law, or infraction has occurred. Incidents shall not include use of force reports or motor vehicle pursuit reports required under GO 05.04, GO 08.01, or GO 08.07.

B. ARREST REPORT

An arrest report shall include all reports establishing the formal leveling of a criminal charge based on a finding or requested finding of probable cause that a crime has been committed and the person charged committed the crime.

C. REPORTABLE ACCIDENT

A reportable accident shall include any collision involving one or more vehicles resulting in injury to or death of any person or total property damage to an apparent extent of \$1,000 or more.

D. NON-REPORTABLE ACCIDENT

Non-Reportable Accident shall include any collision, however slight, involving one or more vehicles not included in (C) above. If it appears doubtful that \$1,000 or more property damage is involved, the accident belongs in this category.

06.03.3 **REPORT TYPE, ERROR CORRECTION**

- A. All reports required or permitted under this General Order may be submitted in either digital or written form.
 - 1. Digital form shall be preferred. Digital reports accepted by the Vision Computer Software do not require supervisory approval.
- B. Written reports shall be submitted in clear, legible handwriting and approved by the submitting officer's supervisor.
- C. All reports containing errors or inconsistencies shall be returned to the submitting officer's supervisor for correction.

06.03.4 **INCIDENT REPORTS**

- A. Incident reports shall follow the guidelines outlined in the NC Division of Criminal Information Incident Reporting Manual and the Vision Software Records Management System.
- B. All arrest reports and incident reports that list location of incident or place of arrest in the City of Concord shall list only the number, street, and designator (Example: 66 Pine Street, NE). If the incident occurred in the roadway in front of the numbered house or business on that street, or an alley, etc., explain the precise location in the first sentence of the narrative.

NOTE: Do not put any information other than number, street, and designator in the block provided.

- C. All follow-up information, witness statements, confessions, property reports, etc., shall be placed in the computer folder with the incident report.

06.03.5 **REPORTABLE ACCIDENTS**

- A. Accidents reported to the Concord Police Department that occurred on private property more than 72 hours after the accident will not be the subject of a DMV-349.
- B. Accidents reported to DMV shall follow the guidelines of the Division of Motor Vehicles.
- C. The narrative of such reports to DMV shall include "Driver Number 1 states" and quote driver number 1. The narrative shall include "Driver number 2 states" and quote driver number 2. In the absence of independent evidence, the officer shall not offer an opinion of fault unless he or she also files a motor vehicle or criminal charge.


Gary J. Gacek
Chief of Police