

MISCELLANEOUS/FIELD CONTACT REPORTS

1. **PURPOSE:** To describe proper procedures for completing a Miscellaneous Incident Report (HPD Form 203.28/402.15 F1).

2. **SCOPE:** This Written Directive is applicable to all personnel.

3. **RESPONSIBILITY:** All employees with comply with this directive.

4. PROCEDURES

A. **WHEN TO COMPLETE:** Use a Miscellaneous Report for incidents where contact is made but no crime has been committed.

1. DISPATCHED CALLS

- a. When contact is made on any dispatched call and no other report is completed;
- b. When contact was requested on a dispatched call, but no contact was made;
- c. On any traffic accident involving minor damage (as defined by guidelines established under state law governing traffic accident reporting).
- d. When contact is made with an impaired subject and no crime has been committed.
- e. When contact is made with an impaired/intoxicated subject and it cannot be accurately determined that a crime has been committed due to the inability of the subject to accurately report the incident. The incident will be documented with an explanation as to why a case report was not completed in the narrative section.
- f. "Contact," in this context, means that the responding officer found any person, vehicle, or object while investigating the original complaint.

2. **OFFICER-INITIATED INCIDENTS:** Miscellaneous Incident Reports will be completed on officer-initiated activity when there is a need to document non-criminal incidents or situations.

3. **SUBSTITUTE FOR INCIDENT/OFFENSE REPORT:** A Miscellaneous Report will not serve as a substitute for an incident/offense report when a crime has been committed and the complainant is not impaired.

B. **FORM COMPLETION:** The Miscellaneous Incident Report is to be completed as follows:

1. The reporting officer will complete a Miscellaneous Incident Report as required by departmental policy.
2. The reporting officer will complete all applicable fields and mark the appropriate box(es) at the top of the report indicating what type of report is being completed and where it should be routed.
3. A brief narrative explaining the circumstances of the incident will be completed on every Miscellaneous Incident Report.
4. The reporting officer will turn in the report to a supervisor for review and approval.
5. The supervisor will forward the report to the Records Division.
6. The Records Division will be responsible for sorting the reports and attaching the Field Contact Report to the call for service module in the computer records management system.
7. Records Division will be responsible for computer entry of field contact reports.
8. Records Division will be responsible for routing any reports marked for specific units in CID, for example:
 - a. Blue Star Multi-Housing Program Director (Chief's Office);
 - b. CRO/CIT/MHO Supervisor (CRO Sergeant);
 - c. NAMAAC (NAMACC Sergeant); or
 - d. No Routing and maintained for general documentation.
9. The miscellaneous report will be electronically transmitted to the appropriate personnel.